

Ann Arbor Flyers, Inc.

OPERATING RULES

The following Operating Rules of the Ann Arbor Flyers, Inc. have been established in accordance with Section VIII of the By-Laws. Exception to any Operating Rule may be granted by the Board of Directors.

Any Club action involving a motion to modify a Board action shall be chaired by a non-office holding member.

I. Definitions

The following definitions are used in the Operating Rules:

ARB	The Ann Arbor Airport
AIRCRAFT	Any aircraft owned by the Ann Arbor Flyers, Inc.
BOARD	The Board of Directors of the Ann Arbor Flyers, Inc.
BFR	Biannual Flight Review as defined in the FAA Regulations
CFI, CFII	Any person who holds a valid certificate for flight instructor or flight instructor, instrument, issued by the FAA
CLUB	Ann Arbor Flyers, Inc.
FLIGHT SUPERVISOR	The person elected or designated as Flight Supervisor for the flying operation of Ann Arbor Flyers, Inc. The Board may act for the Flight Supervisor.
INSTRUCTOR	Any CFI or CFII. A "Club" Instructor is a CFI or CFII approved by the Board of Directors of Ann Arbor Flyers, Inc., to instruct members in Club Aircraft.
INSTRUCTOR GROUP	The group consisting of approved Club Instructors, and AAF Flight Supervisor that meets regularly regarding instructional and safety issues.
PIC	Pilot-in-command. The member responsible for the aircraft as defined in the FAA regulations.
SIGN-UP	A single continuous period of time for which an aircraft is reserved.

II. Membership

1. Regular meeting of the membership shall be held in the ARB Terminal Building on the second Wednesday of the month at 7:30 PM local time.
2. The active membership of the Club shall not exceed 80. The Board shall strive to maintain a minimum membership of 70. Membership may be varied between 70 and 80 at the discretion of the Board of Directors.
3. Applications for membership will be considered by the Vice-President in order of receipt with priority as follows: First, inactive members; second, previous members who left in good standing; third, new applicants.

4. After an applicant has been introduced to the membership and paid the deposit, an introductory ride shall be administered by a Club instructor. This flight is not to be considered a check ride. The results of the ride shall be reported to the Membership Committee prior to voting by members on the applicant. The introduction to the membership and the membership vote shall be conducted at different general club meetings.
5. To be accepted into membership, an applicant must possess a current medical certificate and have paid a deposit equal to the initiation dues. Membership may be granted without a current physical, but shall be suspended if not obtained by the end of the month in which the applicant was voted into membership.
6. Any applicant who misses three (3) consecutive meetings and fails to contact the Vice President must re-apply.
7. An active member may be granted inactive status when
 - a) a written request is received prior to the month when inactive status is to start,
 - b) the member has been on active status for 12 consecutive months immediately prior to the date that the request is to be effective,
 - c) his/her account is paid in full and
 - d) the member is in good standing in all other respects.
8. An inactive member may be granted active status when
 - a) a written request is received prior to the month for which active status is requested,
 - b) the member meets all current standards for membership
 - c) an opening exists. Requests will be reviewed in the sequence in which they are received. Requests for repetitious changes in membership, especially for periods less than 12 months, are discouraged.
9. When a member changes status, the associated letter is attached to the membership application, which is retained by the Vice-President.
10. A show of hands will be used when voting on a potential member unless that person is a spouse/household member of a current member. In this case, or at the request of an active member, a written vote will be used.

III. Grounding and Expulsion

1. Any member may be grounded or expelled by the Board of Directors for any of the following reasons:
 - a) is reckless or negligent in the operation of an Aircraft.
 - b) acts in willful disregard of FAA Regulations, State, Local or Club rules.
 - c) displays poor judgment or an unsafe attitude, or
 - d) acts in a manner which is contrary to the best interests of the Club.
2. A member who is being considered for expulsion shall be given a hearing by the Board prior to taking final action. The member shall be grounded pending the outcome of this hearing.
3. Club billings are considered due and payable on receipt. Any member who has not paid a bill of more than \$200 by the 25th of the month, is automatically grounded and loses the right of aircraft reservations. The member is ungrounded and may reserve aircraft after payment has been received by the club.

4. Any member who misses three (3) consecutive meetings is automatically grounded, effective the day following the third missed meeting. The member is ungrounded by attending the next meeting or may be cleared prior to then by the Flight Supervisor, by the President, or by any other Board member if these two people are not available.
5. Any member missing six (6) consecutive meetings is subject to expulsion.
6. If you are grounded for an expired BFR, AAF AFR or expired Medical Certificate, you are immediately un-grounded as soon as the expired item is renewed.

IV. Pilot Currency

For an active member to be eligible to act as PIC of any Aircraft, the following conditions must be satisfied or specifically waived by the Flight Supervisor:

1. Received one (1) hour Club dual by a Club Instructor in preceding 12 months. This may include annual Night Flying Currency and/or BFR. Your logbook must show an endorsement fulfilling the Club's Annual Hour of Dual Instruction. A Biennial Flight Review (or any other instruction) does not fulfill the Annual Hour of Dual requirement unless your logbook is so endorsed.
2. Authorized by a Club Instructor for the specific aircraft make and model.
3. Logged three (3) hours flying time (in any aircraft) in proceeding six (6) months.
4. Logged time in specific aircraft model in proceeding (3) months.
5. PIC must fly in left seat unless approved by a Club Instructor or is a CFI.
6. For night flights a member must (a) have a current IFR rating, or (b) have demonstrated night flight proficiency within the last 12 months to a Club Instructor whose authorization will be given with a logbook entry for either (1) local flights within 25 miles of ARB, or (2) unrestricted flights.

V. Aircraft Operation

1. To serve as PIC, all flying activities using Club Aircraft shall be subject to and in accordance with FAA Regulations, State, Local and Club Rules.
2. A member who intends to take an airplane from ARB and put more than eight (8) hours on the tachometer must obtain approval from the Flight Supervisor prior to departure.
3. Aircraft may land only at airports shown on aeronautical charts, unless otherwise specifically authorized by the Flight Supervisor.
4. A trip over foreign land must have approval of the Flight Supervisor.
5. Flight over water out of sight of land is not permitted unless the PIC has an instrument rating and meets FAA currency requirements for IFR flight.

6. Each PIC is personally responsible for an Aircraft signed out. At the conclusion of a flying period at ARB, the Aircraft must be returned to its' assigned hangar, or further responsibility is specifically assumed by another member. When away from ARB, unattended Aircraft must have doors and windows locked, controls and wheels secured, and the plane properly tied down.
7. The PIC must legibly sign the Flight Time Log before each flight and record the tachometer reading and flying time at the conclusion of each flight.
8. Fuel tanks should be topped after each flight unless requested otherwise by the next user.
9. The PIC experiencing an Aircraft malfunction must legibly detail pertinent information in the Aircraft Flight Time Log to assist in diagnosing the malfunction. If the Aircraft is not airworthy or continued use may render it not airworthy, the Aircraft must be grounded by the following procedures:
 - a) Post a notice in the Aircraft where it will obviously be seen.
 - b) Notify a member of the Board of Directors as soon as possible.
10. All repair work must be approved by a Club Officer. If emergency repair work is required, the member will be responsible for all costs involved if prior approval is not obtained.
11. Use of aircraft for commercial purposes is specifically prohibited. Use on a personal basis for business purposes, and instructors teaching members for a fee are not considered commercial use.
12. Aerobatics is prohibited. Spins are permitted only when accompanied by an instructor, in an aircraft approved for spins.
13. A member who has been notified to contact the FAA as a result of a flying situation must inform the Flight Supervisor of all events as soon as practical.
14. The Flight Supervisor may request a check ride of any member at any time, and may require additional instruction or make other recommendations.
15. Club Aircraft may be used by a member's immediate family to take the AOPA pinch hitter course from a Club Instructor. Such use is encouraged.
16. It is the PIC's responsibility to inspect for damages while preflighting the aircraft and to record any damage. Otherwise, he/she is deemed responsible as the last person to fly the aircraft.
17. Instruction in club aircraft is limited to club instructors except under special circumstances as determined by the Board. **New instructors shall receive an orientation and be assigned a mentor by the instructors group.**
 - a) **To be an approved club instructor, a CFI or CFII must meet the following requirements:**
 1. **Be an active Club member in good standing for at least 6 months**
 2. **Attend at least 6 general membership meetings**
 3. **Attend at least 2 instructor group meetings.**
 4. **Attend at least 2 instructor group meetings in a 12-month period to retain approval.**
 5. **Logged a minimum of 10 pilot in command hours in the type aircraft in which instructing.**
 6. **Logged 300 hours total time**
 7. **Logged 20 hours of actual instrument time to instruct instrument students.**

- b) **To be approved to instruct in club aircraft, a CFI or CFII that is not a club member must meet the requirements of V. 17.a) 5 – 7 above and have completed certificates or ratings for at least two students. The non-member CFI or CFII will be approved for specific instructional tasks. The maximum time a non-member may instruct is 12 months unless an extension is granted.**

 - c) **The procedure to become a Club instructor or for a CFI or CFII that is not a member to be approved to instruct are as follows:**
 - 1. **Meet all the requirements of V. 17.a) or b) above**
 - 2. **Be nominated by at least one Club instructor or Board Member who knows their capability. Instructors that are not members may be asked to provide references.**
 - 3. **The instructor group makes a recommendation to the board.**
 - 4. **The Board approves the CFI or CFII to instruct members in club aircraft. (Board 12/5/01)**
18. All fees related to instruction, including intro rides shall be paid directly to the instructor by the applicant/member. (Board, January 2000)
19. Only a club member can be PIC in a club aircraft unless the PIC accompanying the member is a Board approved instructor.

VI. Aircraft Reservations

1. Members may reserve an Aircraft they are authorized to operate for a maximum of four (4) sign-ups more than 24 hours in advance. The following restrictions apply:
 - a) A single continuous reservation may not include more than three (3) full (eight (8) hours or more) weekend days. Therefore the maximum sign-up may not exceed thirteen (13) days.
 - b) Sign-ups for cross-country flights must include the destination.
 - c) No more than two (2) separate sign-ups may include full weekend days.
 - d) Sign-ups may not include more than a total of four (4) full weekend days.
 - e) A sign-up for the Cessna 150 may not exceed four (4) hours unless it is for cross-country training, or for flight test purposes. A longer period may be granted by the Flight Supervisor, or is allowed if the sign-up is done no sooner than 24 hours ahead.
 - f) One additional sign-up beyond the above may be made if done no sooner than 24 hours ahead. This sign-up may include an (a) maximum.
 - g) Any member whose total signups exceed the amount allowed will be grounded for 30 days and will lose all signups that have been scheduled.
 - h) A member is entitled to two alternate signups in addition to those stated in a).
2. The name of the member responsible for the Aircraft must appear on the reservation schedule prior to any period of use along with the planned time of return. Members are obligated to make sure their time does not interfere with the reserved flying time of other members.
3. Members returning early or not using their full sign-up period must release the unused time in the reservation book.
4. Joint sign-ups by two members are prohibited. A member may make a reservation as an alternate by adding his name to the sign-up sheet and notifying the primary reserving member. After notification, the primary reserver must make a reasonable effort to notify the alternate of any cancellation.
5. Any member who fails to claim the Aircraft within thirty (30) minutes after the start of the reserved period of less than one full day, or within two (2) hours after the start of a reserved period of one (1) full day or more, shall be considered to have canceled the reservation for the full sign-up period.

VII. Accidents

1. Minor damage to Aircraft, such as stone abuses, dents, scratches resulting from contact with hangars or other objects, shall be noted in the Club Flight Time Log in the Aircraft by the member responsible or the member noting the damage. The Flight Supervisor must be notified.
2. Any member involved in an accident or incident shall comply with the requirements of NTSB 830 and report it to the Flight Supervisor or other Club Officer immediately. The member will provide any written reports or other documentation as required by the Club and/or insurance company.
3. The Club will carry public liability insurance for the Club and the individual members to pay for damages awarded to non-members. Hull damage insurance will be carried on Aircraft having outstanding loans. An individual member will not be liable for damage resulting from an accident in excess of \$500.00 per occurrence.

VIII. Aircraft Rates

1. Aircraft rates will be recommended by the Board, determined by the Membership and put into effect at the beginning of the next monthly billing cycle as determined by the Treasurer.
2. The Board may adjust rates without approval of the Membership when fuel costs change.
3. Aircraft rates are per engine tachometer hour. The rates include variable operating costs including fuel at the current ARB price. Ground costs at destinations other than ARB are paid by the member.
4. To receive credit for fuel or oil purchased, members must submit original receipts to the treasurer which clearly show member's name, Aircraft number, and number of gallons of fuel and quarts of oil purchased.

IX. Dues, Fees, and Assessments

1. Monthly membership dues, initiation dues, and the paid-in equity amounts will be recommended by the Board and determined by the membership.
2. Monthly dues are \$50 with a \$6 credit for attendance at the previous monthly meeting. Credit will be given only if the member signs the attendance form at the meeting.
3. To join AAF, you will be required to pay \$200 with your application. AAF will return \$200, less any introduction flight expenses, if you do not become a member. If you become a member, AAF will retain \$100 as an initiation fee and apply \$100 to your account. Your first month's statement will include:
 - 1) Initiation Fee
 - 2) Dues
 - 3) Aircraft Fees
4. The total amount of the paid-in club equity, and any associated payment schedule to that level, is subject to change by a vote of the membership. New members enter the club at the current equity value for the month in which they join. The Club equity is refundable to members in good standing who resign after at least one year of active membership.
5. One hangar key is assigned to each active member. Members must return the key prior to resignation or inactive status. \$5 will be charged for replacement of a key. Club equity may be withheld at resignation pending return of the key.
6. Purchase of non-recurring expenses which are not funded through the operating revenue of the club, must be approved by a vote of the membership. A means of financing the expense must also be identified prior to the purchase (expenditure) and must be approved by the membership. Examples may include GPS receivers, avionics upgrades, oil recovery systems, repair of damaged aircraft, and the sale of aircraft.

X. Officers and Assistants Expense Reimbursement

1. Officers and assistants serve essentially as volunteers and are given a token credit monthly. This credit to their accounts is equal to the monthly dues less the attendance credit. It consists of reimbursements for travel and minor out-of-pocket expenses related to their activities. Members holding the following positions receive this credit: president, vice-president, secretary, treasurer, flight supervisor, maintenance supervisor, crew chiefs, Manager of Aircraft Acquisitions and Dispositions, and the Manager of Annual Inspections.
2. A few officers have responsibilities which require considerably more travel and miscellaneous out-of-pocket expenses for which this token credit is not adequate reimbursement. These people will be reimbursed for actual travel and miscellaneous expenses without additional approval provided 1) the expenses are reported and 2) the average monthly amount for the term in office does not exceed the amounts listed below. All amounts are cumulative for a member's term in office. Debit or credit balances may be carried forward monthly but not longer than the month following the last month in office.

Secretary	\$17.25
Treasurer	\$60.75
Flight Supervisor	\$40.50
Maintenance Supervisor	\$65.50

3. A \$20 monthly expense fund shall be available for Club benefit to the President on a non-cumulative basis.

XI. Status

These rules replace all previous rules and shall be known as the ANN ARBOR FLYERS OPERATING RULES, Revision 11, Dated 12/5/01 by K. Wayne Powell. Changes from previous revision (#10) are marked in **bold** text.

For reference, the previous document was Revision 10, Dated 2/6/00 by John D. Derado.