

**FORD EAGLES FLYING CLUB
BY-LAWS**

January 27, 1995

BY-LAWS

QUALIFICATION

1. New members may not operate Corporation aircraft until they demonstrate satisfactory ability in an initial flight check with a qualified flight instructor approved by the Board of Directors. Such a flight check must be completed in each individual Corporation aircraft before it can be used by the incoming member. The cost of flight checks shall be the responsibility of the member being checked. The designated flight instructor shall report the results of all flight checks to the president or treasurer.
2. To qualify for continued use of Corporation aircraft, a member must hold an effective FAA Private, Commercial, or Air Transport pilot certificate and be a member in good standing. Except for receiving dual instruction from an FAA Certified Flight Instructor, each member who uses Corporation aircraft must also hold a current FAA medical certificate and comply with biannual flight review requirements. Each member must be able to demonstrate compliance with these requirements and all other currency requirements of the Federal Aviation Regulations to the satisfaction of the board of directors.
3. Effective November 15, 1994 Any pilot who has not flown a corporation aircraft within a period of ninety (90) days must be rechecked by a flight instructor approved by the Board of Directors. The treasurer shall notify the president of any member who has not logged flight time in a Corporation aircraft for a period of ninety (90) days.
4. The president or operations officer have the authority to inspect all member's log books, pilot certificates, or medical certificates at any time.
5. A member may **NOT** fly any aircraft owned by the Corporation after the fifteenth (15th) of the month without having paid his monthly bill in full. The treasurer shall notify the president of any member who logs flight time in a Corporation aircraft without having paid his monthly bill in full.

SCHEDULING

6. All scheduling of aircraft will be done in advance of the time to fly by calling the reservation office or by personally entering the reservation in the Corporation schedule book.
 - (a.) A reservation for a specific Corporation aircraft shall be made by entering information on a page of the schedule book marked to correspond with the desired date and aircraft registration number.
 - (b.) A valid reservation shall consist of entering the pilot's last name(or last name and initials when necessary to avoid confusion) within a time slot where the starting and ending times are clearly shown, and also entering the destination(s) for any cross country flight. (see Scheduling rule 8).
 - (c.) It is the general policy that no Ford Eagles aircraft may be flown unless the member taking responsibility for it's use can be identified through a written record available to any Club member.
 - (d.) During those hours when the corporate schedule book is available, a member must personally inspect the schedule book and confirm that a valid reservation exists before that member uses Ford Eagles aircraft. A reservation error entered by a second party, including office staff, is not considered an acceptable explanation for a scheduling conflict since each member is expected to identify and resolve any such conflict prior to use of Ford Eagles aircraft.

**FORD EAGLES FLYING CLUB
BY-LAWS**

January 27, 1995

- (e.) A reservation made in the corporate schedule book is presumed to have precedence over any after-office hours use of Ford Eagles as long as the office is accessible to any member at the starting time of the reservation.
 - (f.) During those periods when access to the corporate schedule book is not possible, aircraft are considered available to any member on a first-come, first-served basis. However, members are expected to honor a reservation for an after-hours starting time when the scheduling member leaves a written notice of the reservation in the aircraft, in plain view. Without such written notice, an after-hours starting time cannot be counted on.
 - (g.) When the schedule book is not available for inspection, no member may fly a Ford Eagles aircraft unless an alternate "aircraft check out sheet" is completed by the member and placed in the locked hangar toolbox. Blank aircraft check out sheets will be kept in the aircraft corporate logbook.
 - (h.) When the duration of a member's after-office hours use of an aircraft extends into normal office hours such that the corporate schedule book becomes physically accessible to any member, the user, even though he may have completed an alternate aircraft check out sheet, must promptly take whatever steps are necessary to avoid scheduling conflicts with other members by making a reservation using the normal procedure. It is the user's responsibility to have the corporate schedule book updated, by phone if necessary, to properly identify the current user and the intended time of return. Any conflicts which arise are to be handled according to the bylaw governing scheduling infringements.
 - (i.) A fine, in accordance with Article XII, Section 2, will be assessed against any member who the Board of Directors determines has used Ford Eagles aircraft without proper written record.
7. A member's name can appear on the reservation book a maximum of **six** (6) times, consisting of three (3) primary and three (3) double scheduled reservations. Each flight must be flown or outdated before another flight reservation can be added to the book. (See Scheduling rule 9 and 10 for definition of "primary" and "double scheduled" reservations.)
8. A "**cross country**" flight is defined as any flight where the aircraft is away from its home base at least overnight but not longer than twelve (12) days.
- (a.) A member **MAY NOT** reserve the airplane for a period that would include consecutive weekends.
Example: Leaving on Saturday morning and returning 8 days later on Sunday night is not approved.
 - (b.) Cross country flights will be charged at a minimum of one (1) hour per day for weekdays and three (3) hours per day for Saturday and Sunday on a calendar basis.
9. A "**primary**" reservation is defined as a reservation that does not conflict with the reservations of any other member at the time of entry in the Corporation schedule book.
- (a.) Each member is limited to no more than two (2) primary flights of one day or less duration, and no more than one (1) primary cross country flight appearing on the schedule book at any one time.

**FORD EAGLES FLYING CLUB
BY-LAWS**

January 27, 1995

10. A "**double scheduled**" reservation is defined as a reservation that conflicts with the primary reservation of another member but is nevertheless permitted so that the aircraft will not be left on the ground if the primary scheduler decides to cancel, or if he returns earlier than originally scheduled.
 - (a.) A double scheduled reservation shall be indicated as such in the Corporation schedule book by the use of "DS:", or "ALT:" preceding the name of the member who is double scheduling.
 - (b.) Each member is limited to no more than two (2) double scheduled flights of one day or less duration, and no more than one (1) double scheduled cross country flight appearing on the Corporation schedule book at any one time.
 - (c.) It is the responsibility of the person who is double scheduling to notify the primary scheduler that he also wants the aircraft. It then becomes the responsibility of the primary scheduler, should he cancel or return early, to not only call the reservation office and cancel out of the schedule book, but to notify the double scheduled member as to the availability of the aircraft. A fine of five (5) dollars will be imposed for failure to comply.
11. Any member who does not appear within thirty (30) minutes after his reserved starting time, regardless of the duration of the reservation, shall lose priority and the aircraft is considered to be available to other members for the remaining balance of the scheduled time. (If you are going to be more than 30 minutes late, you must call and reschedule to save your reservation.)
12. A fine, in accordance with Article XII, Section 2, will be assessed against any member who infringes more than fifteen (15) minutes into the scheduled time of another member. The fine will be paid to the member who has been inconvenienced, at his discretion. The violation must be reported to a corporation officer before the conclusion of the next regular membership meeting.
13. A member who has scheduled use of any Corporation aircraft for a cross country flight or flight test and fails to cancel, weather permitting the flight, will be fined a sum of five (5) dollars.
14. During the period December 24th through January 2nd, members will be restricted to a maximum of two days with a three-hour minimum each day on scheduling the airplane.
15. Any deviations from scheduling rules numbers 8a, 9a, 10b, and 14 must be cleared through the operations officer.

FLIGHT OPERATIONS

16. Prior to preflighting an aircraft, each member will verify that all checklist items under the heading "Secure Aircraft" have been completed by the previous user of the aircraft. Any deviations from the "Secure Aircraft" checklist, shall be described on a separate line(s) in the Corporation log book. The member making the entry shall include date, time, and signature.
17. Any aircraft damage which is discovered during preflight and which has not been previously reported shall be recorded in the Corporation log book. The description shall include the date and time the damage was

**FORD EAGLES FLYING CLUB
BY-LAWS**

January 27, 1995

discovered. An entry should be made if there is any uncertainty as to whether the damage has been previously reported. After making the entry the member shall sign the Corporation log book.

18. Flying time will be based on the aircraft recording tachometer.
19. Upon completion of every scheduled flight, each member will record date, tach time, member's last name, destination, and aircraft condition in the Corporation log book which is to remain in the aircraft.

REPAIRS AND MAINTENANCE

20. The operations officer should be contacted before any work is done on Corporation aircraft. If the operations officer and the assistant operations officer are unavailable, any officer of the Corporation should be contacted and the matter referred to the board of directors for resolution. When a member is away from the home field, it is that member's responsibility to get the plane back to the home field.
21. Members will be reimbursed for repair costs only when such repairs have been authorized in accordance with the section of the bylaws covering repairs and maintenance. Unless reversed by board action for good cause, the member is responsible for the cost of any repairs that are undertaken without prior authorization.

FINANCIAL POLICIES

22. All members must be paid up to date by the fifteenth (15th) of each month (postmarked date) or a fine of 10% of the delinquent amount, including any assessments, will be added to their bill. The fine for late payment of each monthly bill shall not exceed one months dues.
23. A member who flies any aircraft owned by the Corporation after the fifteenth (15th) of the month without having paid his monthly bill in full, upon notification from the treasurer, will be subject to fines and penalties as the board of directors shall determine.
24. Members will be reimbursed for fuel bills at a rate no higher than 20% above the highest rate charged on the corporate account during the same month at the aircraft's home base. The member is responsible for that portion of the fuel bill that exceeds this limit.
25. Effective 4/15/94, unless reversed by Board action for good cause, the treasurer will not recognize bills submitted for credit (reimbursement for fuel, maintenance, etc.) unless the treasurer receives a valid receipt by the 15th day of the second month following any expense incurred in January through November, of the current year, or by the 15th day of the first month of the following year any expense incurred in December (this keeps the annual report current).

INSURANCE

26. The Corporation shall maintain an aircraft insurance policy to help protect its members and its assets as the board of directors shall determine.

FORD EAGLES FLYING CLUB
BY-LAWS

January 27, 1995

27. For any malfunction of the airplane, the club will pay the deductible. For any pilot error or misuse of the airplane, such as taking off without checking fuel and oil or with frost on the wings, will result in the pilot paying the entire deductible.
28. A copy of the insurance policy currently in force shall be provided to new members. Whenever there is a significant change in either the provisions of, or the carrier of, the Corporation's insurance policy, a copy will be provided to each member.