

Schaumburg Flying Club NFP

Bylaws

Article I – Name and Purpose

Section 1

The name of the organization is Schaumburg Flying Club NFP (“Club”). The primary functions of the Club are to provide facilities for pleasure flying to its members and to provide other recreational activities for members and their families. The aircraft shall not be used for any business purpose except as permitted by FAR §61.113 (b) through (e).

Article II - Membership

Section 1

Membership in the Club shall be limited to the number of members listed in the club Rules and Regulations. Changes to this number must be approved by a majority vote.

Section 2

A majority of the board of directors must approve membership in the Club for prospective members.

Section 3

The Club shall be a one (1) class club with a cost of \$3,500.00 for Full Membership rights payable immediately upon admission to the Club. Each member shall have one vote.

Members must hold at least a private pilot certificate.

New members must provide the club secretary with copies of their:

- Drivers license, pilot certificate
- Current medical certificate
- Biennial flight review (BFR) sign-off
- And if applicable, copy of their log book endorsement for high performance aircraft and specific make and model sign-off by a flight instructor.

Members must keep the club secretary’s records and Schedule Master up to date with respect to medical and BFR completions by providing copies of the records when renewed.

Section 4

A member in good standing is one who is current with regard to financial obligations to the Club. A member not in good standing has one hundred dollars (\$100.00) or more outstanding after the passing of the Club’s payment due date, which is the first of each month. Changes to this date must be approved by a majority vote.

Section 5

Any member desiring to resign from the Club must notify the Club in writing. When a replacement member is voted into the Club the resigning member will receive his or her total paid-in membership cost, less all-outstanding indebtedness to the Club. Exceptions may be made by a majority of the board of directors.

Section 6

Upon the dissolution of the Club, the total liquidated worth of the Club shall be divided proportionately among the members in good standing according to his or her paid-in membership costs.

Section 7

A member may be expelled from the Club or penalized for violating Club Bylaws or Club Rules and Regulations. This action must be approved by a majority vote. Upon expulsion, the former member is entitled to a portion of paid in costs less all outstanding Club debts. The portion of paid in costs to be refunded is to be determined by a majority

of the board of directors. Other penalties for infractions, including but not limited to fines or temporary grounding, must be suggested by the Board and approved by a majority vote of club members.

Section 8

The Board of Directors may restrict a member not in good standing from flying the Club aircraft. The board may also initiate expulsion proceedings under Article II, Section 7 of these Bylaws.

Section 9

Our insurance carrier requires Club member pilots to maintain all applicable levels of currency as required by the Federal Aviation Administration and the Club bylaws. Any Club member that operates a Club aircraft when they are not current poses an unnecessary financial risk to themselves and to the other Club members. The Club Secretary will monitor several of these levels of currency. Each member must produce proof of a biennial flight review (or equivalent proof of proficiency as specified in FAR §61.56 (d) and (e)) and a current medical certificate to the Club Secretary. Other proof of currency as necessary to satisfy insurance requirements may be requested.

Article III – Dues and Hourly Rates

Section 1

Members are responsible for the payment of monthly dues and hourly flying charges.

Section 2

A member's monthly dues and any pre-paid flight time assessments assessed shall continue until membership replacement or expulsion. The Board shall be empowered to levy a special assessment on the membership to cover unusual financial situations. Monthly dues, hourly rates, fuel surcharges and any pre-paid flight time assessments are established during the course of normal business at the monthly meetings, published in the minutes of the meetings and posted on the club's web site.

Section 3

The board of directors shall semi-annually evaluate hourly rates for aircraft, monthly dues and Club financial condition and recommend changes if necessary. Any changes to hourly rates for aircraft and monthly dues must be approved by a majority vote.

Section 4

In the event that a member takes an aircraft away from the field for more than twenty-four (24) hours, he or she is subject to a minimum charge of two and one-half (2-1/2) hours flying time on Saturdays, Sundays or holidays, and one and one-half (1-1/2) hours on other weekdays, at Board discretion.

Section 5

If a corporate guarantee is inadequate to secure a loan for the club aircraft, then volunteers from the club will be asked to guarantee an outstanding club loan with their own personal assets. In exchange for taking this financial risk, loan guarantors will take possession of the club aircraft should the club default on the loan which they have guaranteed. Other club members will have no recourse in this eventuality, and will not be entitled to any compensation for prior paid in equity, increase in aircraft value, or any reimbursement for past dues.

Article IV – Meetings

Section 1

Annual meeting of the Club will normally be held on the second Thursday of October at seven-thirty (7:30) P.M. at the Club headquarters or such other place as may be designated by the President or his representative.

Section 2

Periodic meetings of the Club will normally be held monthly and as required to conduct the business of the Club meetings will be held at Schaumburg Airport at 7:30PM on the second Thursday of each month or at such other place and time as may be designated by the President or his representative.

Section 3

Special meetings of the Club may be called at any time or place by the President, the Vice-President or any four (4) members of the Club in the event of an emergency. A twenty-four (24) hour notice of special meetings shall be given all members.

Section 4

No fewer than 20% of the members in good standing, including at least one (1) member of the Board of Directors, must be present at a regular or special meeting to constitute a quorum. Any vote will include all members present and those properly represented by proxy.

Article V – Officers, Board of Directors, and other Appointed Positions

Section 1 – President

The duties of the President shall be to preside at all meetings of the Club and of the Board of Directors; to oversee all work and activities of the Club; to sign with the Secretary and Treasurer, when necessary, all approved documents necessary for the proper function of the Club: contracts, notes, leases, mortgages, bills of sale, checks, etc.; to assist in the enforcement of these Bylaws; and to see that the Club aircraft are properly covered by insurance protecting the Club, its members and passengers.

Section 2 – Vice-President

The duties of the Vice-President shall be to assist the President in his duties; in the President's absence, disqualification or resignation, to assume the duties of the President; and to organize all social functions.

Section 3 – Secretary

The duties of the Secretary shall be to keep the minutes of all meetings of the Club; to keep a record of the names and addresses of all Club members; to obtain copies of and maintain and verify member's documents including, but not limited to: pilot certificate, medical certificate, biennial flight currency, and last page of log book, etc.; in order to maintain the Not-for-Profit corporation charter and to perform such other functions as may be assigned by the Board of Directors.

Section 4 – Treasurer

The duties of the Treasurer shall be to collect from the Club members all initial fees, dues, flying time charges and assessments; to make all necessary and approved disbursements; to keep a record of all receipts, disbursements, assets and liabilities; to prepare necessary Federal and State reports; to maintain insurance records; to make approved investments with the Club's funds; and to make the monthly and annual Treasurer's reports to the Club.

Section 5 – Operations (Maintenance) Officer

The duties of the Operations Officer shall be to see that all aircraft of the Club are kept in good flying condition; that repairs and inspections are made when needed; to properly maintain the engine and aircraft logs; and to perform such other related duties as may be assigned by the Board of Directors.

Section 6 – Board of Directors

The Club shall elect the President, Vice-President, Secretary, Treasurer, Operations Officer and two (2) untitled members at its annual meeting by a plurality vote. Offices are held for one (1) year or until replacements are elected. The Board shall also include past Presidents. The Board shall meet at such times and places as the President may designate for the purpose of transacting business that does not require the vote of a quorum.

Section 7

The purpose of regular and special meetings is to involve the members present in the finances and operations of the Club. Non-recurring expenditures, contracts and long-term investments for amounts exceeding one thousand dollars (\$1,000.00) must receive prior approval by a majority vote. In matters of immediate nature, approval of each action by a two-thirds vote of the then existing Board of Directors shall substitute for other voting requirements of these Bylaws.

Article VI – Flight Rules

Section 1

The Club aircraft shall be flown only by members in good standing with the Club and by instructors approved by the Club President or Vice President. The pilot or instructor in command shall be properly certificated by the FAA under FAR Part 61 and the Illinois State Aeronautics Department, shall have a current medical certificate and shall operate the aircraft within the limitations of his or her certificate and ratings.

The Club aircraft shall be landed only on airfields designated on current aeronautical charts. For infractions of these rules a Club member may be grounded for a period not to exceed thirty (30) days.

Section 2

Use of the Club aircraft shall be on the basis of reservations, such reservations to be made with a person or service designated by the Club to schedule the Club aircraft.

Section 3

Immediately following each flight, the pilot shall enter his or her name, flight time and other required information on record sheets in the aircraft.

Section 4

In the event of any accident, the member pilot is responsible to the extent of a maximum of the amount of the deductible insurance currently in force except as modified below. The member pilot will also be held responsible for assisting the Operations Manager, Board of Directors, and Insurance Underwriter in arranging the expeditious repair of the aircraft. In the event of a student-instructor accident, financial responsibility will be shared 50-50. In the event of any accident involving violation of any FAA or Club regulations, the pilot in command (PIC) may be held responsible to the full extent of the cost of repairs to the aircraft, subject to the Board of Directors' decision.

Article VII – Special Voting Provisions

Section 1

Amendments to these Bylaws, aircraft purchases or sales, loans, notes, mortgages, leases, assessments, investments (for maturities exceeding three (3) months) and changes to membership rights costs must be approved by a majority vote, unless noted otherwise.

Section 2

Any proposal pursuant to Article VII, Section 1 of these Bylaws shall be submitted in writing to the Club President and Club Secretary and signed by the member presenting same. The proposal may be read at one of the Club meetings or circulated to all club members via e-mail. However, no action shall be taken unless the proposal was sent to Club members via e-mail at least 14 calendar days prior to the Club meeting where it shall be voted upon. Alternatively, the proposal may be voted upon if it was read to all attendees at a prior club meeting.

Article VIII – Parliamentary Authority

Section 1

Roberts Rules of Order shall be the parliamentary authority in all Club matters when not inconsistent with the Club Bylaws.

Article IX - Incorporation

Section 1

The Club shall be incorporated under the laws of the State of Illinois as a Not-for-Profit Corporation, and it shall be the duty of the Secretary to see that the charter is maintained at all times.

Rules and Regulations

Section 1 – Reservations

Use of Club aircraft must be scheduled in advance through the Club's chosen reservation system. Aircraft reservations must be made for a definite period, i.e., 7:30 PM Friday through 5:00 PM Sunday. A no-show within thirty (30) minutes after the scheduled time will constitute a cancellation of the reservation. If reservations are to be

cancelled, this must be done as soon as the member becomes aware of his or her inability to use the aircraft as planned.

Repeated cancellations with inadequate notice (as defined by the board of directors) are considered a breach of club rules and regulations. Late return from scheduled trips: In the event of some unavoidable delay in meeting scheduled return times, the Club's chosen reservation system must be notified as soon as possible.

The plane must be returned to the field at the member's expense as expeditiously as possible. The Club President and Vice President must be informed in writing as far in advance as possible of all reservations for Club aircraft that exceed seven (7) consecutive days. Aircraft reservations may be modified or cancelled at the discretion of the Board.

Section 2 – Flight

- All members must know and observe all applicable FAR's.
- All members must observe the rules and regulations of the Schaumburg Regional Airport, including traffic pattern and noise abatement procedures.
- For VFR flights in excess of 50 nautical miles each pilot shall maintain contact with ATC and receive traffic advisory services or file a VFR flight plan.
- Only current IFR rated pilots shall operate Club aircraft above any cloud deck from which a VFR glide and landing are not possible.

All members must comply with the following special flight restrictions specified in the current Club aircraft insurance policy and:

- Members must have logged the following minimum flight time for each MAKE AND MODEL aircraft prior to acting as PIC of club aircraft or receive dual instruction to meet the minimum requirements and receive a log book endorsement for each aircraft to act as PIC of club aircraft.
 - C182S and C172S
 - § 10 hours of logged pilot time if member has less than 100 hours total logged pilot time
 - § 5 hours of logged flight time if member has more than 100 hours total logged flight time
- Each new member must complete a check out with a club designated certified flight instructor and receive a log endorsement for each of the club's aircraft by a prior to acting as PIC of club aircraft
- If carrying passengers, the pilot must have completed at least three (3) takeoffs and landings within the preceding sixty (60) days in an aircraft of the SAME MAKE AND MODEL as the insured aircraft

Exceptions that do not contravene insurance requirements may be made by a majority vote of the board of directors.

Section 3 – Pilot Currency

In addition to applicable FAR's, the Club requires:

- Sixty-day currency for both day AND night operations.
- "Sixty-day currency" for the purposes of this paragraph implies at least three take-off and landing as pilot in command during the last sixty calendar days.
- 60 day night currency may be achieved in either aircraft.
- Mandatory night flight instruction is required at 06C for all new Club members (logbook endorsement required).
- If a pilot falls out of night currency, a check flight with a flight instructor is required for night flight.
- If a pilot falls out of day and night currency, a check flight with a flight instructor is required for day flight.

- Excluding check flights, flight is prohibited in Club aircraft until currency requirements are met.
- Sixty day currency cannot be satisfied through flight with non-Club aircraft except for aircraft acceptable to the Club President or Vice President that do not contravene insurance requirements.
- Sixty-day currency in either N334SA (C182S) or N309SP (C172SP) constitutes currency in both of the Club's aircraft for solo flight so long as the pilot is approved for flight in both aircraft.

Section 4 – Financial Responsibility

Monthly dues and hourly wet aircraft rental charges are established for each aircraft and published in the monthly meeting minutes and posted on the club's website.

Monthly dues cover estimated annual fixed operating costs including, but not limited to:

- Aircraft insurance
- Aircraft tie-down or hanger rental

Hourly wet aircraft rental rates excluding any fuel surcharges. Fuel surcharges may be periodically assessed and added to the hourly wet rental rates to cover rapidly rising or falling fuel costs.

For all fuel purchased at Schaumburg Airport beyond the first 10 gallons purchased, the member will receive a surcharge fee equal to the cost of fuel at Schaumburg minus the cost of fuel at Morris Airport.

For all fuel purchased at airports other than Schaumburg, where the club member submits a receipt for reimbursement, the member will be reimbursed at a rate of the current cost of fuel at Morris Airport regardless of what the member pays for fuel.

Members will receive credit for purchases made for aircraft away from Schaumburg Regional Airport only when receipts are turned in to the Club Treasurer within 45 days of when the flight is invoiced.

Credit for oil purchased will be at the Club's price for the appropriate oil type or the purchase price, whichever is the lesser.

All aircraft rental charges will be billed monthly by the club treasurer. Payments are due no later than the 1st day of the second calendar month after the month in which charges were accrued. For example, time flown in January will be billed on or about February 1st. Payments are due before March 1st. Monthly dues and pre-paid flight time, if any, are due at the end of the month in which they are billed. With this policy, all charges posted are due at the end of each month.

Section 5 – Membership

Membership in the Club shall be limited to 40 members.

If a pilot on our active list falls out of currency, that member will be relegated to Active/Non-Current status and prohibited from reserving an aircraft until satisfying currency requirements. Their active membership slot will be kept available until these requirements are met and/or the member chooses to resign from active status (in which case his or her membership would become available in accordance with Club Bylaws).

Currency is defined as compliance with applicable FAR's (BFR, Medical requirements, etc.), 60 day currency, and currency as otherwise may be stipulated in Club rules and regulations.

Current Bylaws and Rules and Regulation of the Club will be made available to each member who then has the responsibility of keeping them up to date.

Prospective members will be required to fill out a membership application for the Club's records, must be properly licensed, hold a current FAA medical certificate, and must be given a check ride by a certified flight instructor acceptable to the Club President or Vice President.

Section 6 – Meetings

Members are expected to attend all scheduled Club meetings.

Section 7 – Ground Rules

Members are responsible for maintaining proper oil level in aircraft. 6 Qts. is the minimum oil level for each aircraft regardless of the minimums listed in the POH.

If the ambient temperature is below 30 degrees Fahrenheit and an aircraft has not been flown in the last 3 hours, the aircraft must be pre-heated at the pilot's expense. The aircraft should be pre-heated for a minimum of one hour per 10 degrees below 30 degrees F or fraction thereof.

Fuel Levels

Every effort should be made by club members to seek out and purchase the lowest cost fuel within reasonable flight distance from 06C, Schaumburg.

When purchasing fuel off-field, plan on returning the aircraft with the tanks as near to the tabs as possible in order to take advantage of low cost off-field fuel rates.

Members that need the payload and require the tanks be filled to less than the tabs, please send a group email to the membership notifying the group of your situation and departure date and time and to contact the last person scheduled before the planned trip to discuss the fuel situation. The last member to fly before the member who has a trip scheduled should plan fuel additions accordingly, without compromising safety and minimum fuel requirements for his/her flight.

Securing the Aircraft:

- All three tie downs must be secure (outdoor storage) and/or wheels chocked (indoor and outdoor storage) as required to prevent the aircraft from inadvertently moving.
- All windows and doors and cargo hatches must be closed and locked.
- Internal control lock must be in place (outdoor storage).
- All external vents and cowl flaps must be closed to prevent egress of insects and birds (indoor and outdoor storage).
- Pitot covers must be in-place, as well as, vent or access plugs specific to the particular aircraft.
- Window covers or reflective screens – where applicable – must be in place (outdoor storage).
- All aircraft surfaces must be clean of bugs and other debris accumulated while flying, paying particular attention to all flying surface leading edges, struts, and landing gear fairings.
- Master, magneto, and avionics master switches must be in the off position for storage.
- Aircraft interior must be cleaned of any trash and debris accumulated during the flight.

Regardless of the specific securing instruction noted above, all applicable instructions given in the Pilot Operating Handbook (POH) must be adhered to. It is the pilots' responsibility to ensure that the aircraft is properly secured after each flight. These Rules and Regulations do not replace good judgment, normal etiquette, the POH and FARs.

Section 8, Maintenance

In the event of a mechanical problem with any club aircraft, no club member may authorize maintenance work without first speaking to the President, Vice-President, Maintenance Officer, or Treasurer. At the discretion of the board, failure to comply with these rules may result in the club member being charged for any expenses incurred.