

# SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION

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## 1. PURPOSE

As set forth in the Club's Articles of Incorporation, the flying club promotes education and skills of flying and provides public service. The Club provides the membership with a convenient means for flying at the most economical rates for both educational and non-commercial purposes. Accordingly, the club seeks to provide its members with as many of the benefits of owning an aircraft outright as possible without incurring the expenses incurred in sole ownership. To achieve this objective, rules are necessary. These Rules of Operation are created in pursuit of that objective.

The gender of the Rules of Operation is intended to be neutral, so that any reference to the male gender also implicitly refers to the female gender.

## 2. POLICIES

The club expects its members to exercise sound judgment in the use of Club aircraft. Although the Club carries insurance coverage on its aircraft, good judgment and flight proficiency are the best forms of insurance the Club has against abuse, damage or loss. It is not Club policy to expel a member because he inadvertently damages an aircraft; however, incidents involving evidence of negligence, lack of reasonable judgment, or willful or consistent abuse and flagrant violation of these rules are considered grounds for expulsion.

Failure to report malfunctions or damage to the aircraft is callous disregard for the safety of fellow club members and grounds for immediate dismissal from the Club.

The Club recognizes as a fact that each member cannot be taken by the hand to prevent violation of these rules. Again, sound judgment of the member must be relied upon. These rules are not designed to impose an ironclad restraint upon the members; rather, they are to prevent misunderstandings and put the responsibility in the proper place should a violation of these rules occur and a mishap follows. Please bear in mind the Club officers are servants of the Club and are not servants of individual Club members. The officers are in charge of directing Club affairs and seeing that they are carried out but are not to be left to do the work alone. This organization will not function successfully if it is treated by the members as a *flying service* rather than a *flying club*. Inexpensive flying can be attained only if members share the workload and exhibit enthusiastic cooperation.

## 3. ELIGIBILITY

The Pilot-in-Command for all flights in Club aircraft shall be a Club member, except as stated elsewhere in the Club's Rules of Operation. To fly any Club aircraft as Pilot-In-Command, a Club member shall satisfy both the Membership Status and Flight Status Requirements.

**3A. Membership Status.** The member shall be a member in good standing.

**3B. Flight Status.** The member shall satisfy certain requirements for currency in aircraft make and model.

# SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION

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**3B1. Currency Requirements.** The member shall satisfy both Club and FAA currency requirements for the flight conditions.

**3B1a. Club Currency Requirements.** If required by the Club insurance policy, the member shall pass an annual check ride by a Club Certified Flight Instructor (CFI) or CFII (CFI-Instruments), hereinafter referred to as Instructor, in a single engine land aircraft. The Club Instructor shall provide the check ride in accordance with the flight standards of FAR 61.56(a)(2) [or similar provision] and shall endorse the member's log (or endorsement) book as a check ride accordingly.

In addition, an FAA Flight Review given by a Club Instructor in any single engine land aircraft satisfies the requirements of a Club check ride and he may endorse the log book, accordingly. However, even though an airline proficiency check satisfies the FAA Flight Review requirements as per FAR 61.56(d) [or similar provision], it does not satisfy the Club check ride requirements. A satisfactory check ride taken in a single engine land aircraft and given by an FAA Flight Examiner or Designated Flight Examiner for a new certificate or rating, or for any other reason, shall satisfy the requirements for a Club check ride as well as an FAA flight Review.

The member's next check ride will be due after the last day of the 12<sup>th</sup> calendar month subsequent to the month in which the Club member passes the current check ride. Upon passing the check ride, the member shall notify the Club Operations Officer of such completion.

**3B1b. FAA Currency Requirements.** The member shall pass the FAA Flight Review and possess a current medical certificate, and satisfy any other currency requirements for specific flight conditions.

**3B2. Make and Model Requirements.** To fly a Club aircraft of a specific make and model as Pilot-In-Command, the member shall pass a check ride with a Club Instructor for the same make and model. The member shall obtain an endorsement (in his log or endorsement book) for passing such check ride, and shall provide a photocopy of this endorsement to the Club Maintenance Officer. If the member also satisfies the Club Currency Requirements, the Maintenance Officer will issue the member a set of keys to the applicable aircraft.

A Club check ride in a higher rated club make and model will satisfy the check ride requirement for lower rated Club aircraft

**3B3. Cessna 182 Pilot in Command Requirements.** Before acting as Pilot-in-Command of the Cessna 182, the member must have logged a certain number of hours in; if a member has less than 100 hours total logged flight time, he must have logged a minimum of 10 hours in a C-182; otherwise, he shall have logged a minimum of 5 hours.

## 4. FLIGHT INSTRUCTION

# SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION

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Flight instruction in club aircraft may only be given by FAA Certified Flight Instructors who are also club members. Under very special circumstances, the Board will consider requests for permission to use non-club CFIs.

A Club Instructor may give familiarization flights to prospective new members in Club aircraft. The total time for each such prospect shall not exceed three tachometer hours. In accordance with FAA regulations pertaining to 100 hour inspections, the flight instructor giving the familiarization flights **shall not log the time as instructional time**. The respective Club Instructor shall be solely responsible for all operations during this period.

## 5. LIMITATIONS

**5A. Aircraft Limitations.** Each member shall familiarize himself with the Aircraft Manual or the Pilot's Operating Handbook for the make and model aircraft he flies, and he shall observe all limitations listed therein. The aircraft engine shall not be started without a competent operator at the controls.

Except for student pilots, no restrictions are made upon night flights or instrument flights as long as all aircraft equipment, including avionics, is current and functioning properly and the pilot is appropriately rated, qualified and current according to the Federal Aviation Regulations (FARs).

Under no circumstances shall club aircraft be loaned or rented. For example, Club aircraft shall not be used for instrument competency check rides or BFRs for non-club members.

**5B. Pilot Limitations.** A Club member shall not operate any Club aircraft while his Club membership is under suspension for any reason.

A member shall not operate the aircraft beyond his rating(s) and shall operate the aircraft in accordance with the FARs. All night flights by a student pilot require a Club Instructor's authorization and a 5,000 foot ceiling and 5 miles visibility. All student cross-country flights shall be coordinated with and approved by a Club Instructor.

After an investigation by the Board whenever there is a mishap by a club pilot or conduct that is considered by the Board to manifest poor pilot actions, the Board in its sole judgment may require the involved pilot to have an oral and flight review by a Club Instructor.

Every Club student pilot is directed, prior to his private pilot check ride, to visit the Orlando Sanford Control Tower in order to familiarize himself with control tower operations.

Takeoffs and landings by any student pilot are not permitted with more than a 10 knot cross wind component unless authorized by a Club Instructor.

## 6. FLIGHT PLANNING

**6A. Domestic Flight Planning.**

# SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION

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**6A1. Airports.** Any airport listed in the Airman's Guide or shown on Sectional Charts is approved for takeoffs and landings of Club aircraft, except those airports excluded from time to time by the Board or Club Instructors. Exceptions to this provision include only cases of extreme emergency, such as partial or total engine failure, fire, structural damage, serious illness or hazardous weather. Club Instructors will notify a student of any airport not considered to be within the student's ability to negotiate.

**6A2. Local Flights.** For local VFR flights, no flight plan is required; however, for safety purposes, the Club recommends a local flight plan for any expected flight duration over two hours.

**6A3. Cross Country Flights.** The Club defines a cross country flight as a flight of more than a 50 nautical mile radius from the airport. The Club requires a flight plan for every such flight.

**6B. International Flight Planning.** VFR/IFR flights outside the continental limits of the United States are permitted provided that:

- a. Instrument rated pilots are current;
- b. Non instrument rated pilots operating an aircraft with less than 200 HP must have a minimum of 100 hours with at least 10 hours in make and model;
- c. All pilots operating an aircraft with 200 HP and above must have a minimum of 150 hours with 10 hours in make and model;
- d. In addition to the above pilot requirements, all pilots must have at least 10 hours of instrument time, either actual or simulated;

International flights must comply with all USA FARs and the regulations of the foreign country visited. For flights over water, aircraft must carry FAR required safety equipment.

## 7. PILOT'S RESPONSIBILITY

**7A. Pre-Flight Inspection.** Under all conditions, it is the responsibility of the pilot-in-command to make a thorough pre-flight inspection prior to each flight using an approved check list. It is also his/her responsibility to make a careful post-flight inspection. This should include removing all personal property, tidying up the cabin, locking the cabin doors, securing sun screens, reporting any malfunction of the aircraft to the Maintenance Officer after logging the malfunction in the aircraft squawk book, and checking the security of the aircraft in its tie-down position.

**7B. Cockpit Management.** Smoking (cigarettes, cigars, pipes, etc.) is detrimental to the health and comfort of passengers and crew alike. Also, it is injurious to aircraft instruments and avionics, to say nothing of the potential fire hazard. It is a dangerous practice; therefore, smoking in or around club aircraft, either in flight or on the ground, is not authorized. The pilot-in-command shall be responsible for enforcing compliance with this provision.

**7C. Post-Flight Inspection.** If a member experiences difficulty in the operation of the aircraft which represents a hazardous condition, he should immediately ground the aircraft by placing a visible signed note in the cockpit stating so and why, logging the malfunction in the aircraft squawk

## SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION

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book, and immediately contact the Club Maintenance Officer (407-869-6900 or toll free 888-666-7750), or if he is unavailable, another Board member.

**7D. Tie-down.** The aircraft must be tied down or hangared at all airports. If no tie-downs are available, it shall be the member's responsibility to provide them.

**7E. Emergency Repair Authorization.** Should repairs of an unforeseen nature become necessary during the course of a cross country flight, the member who is pilot-in-command may authorize any charge of \$100.00 or less. It will be necessary to obtain the Club Maintenance Officer's approval for charges in excess of \$100.00. If this officer is unavailable, any other Board member may authorize approval. The member must submit a receipt in order to be reimbursed for the expenditure.

**7F. Payment for Fuel and Repairs.** On cross country stops, gasoline (up to \$3.00 per gallon taxes included), oil, and authorized maintenance are paid for by the member pilot-in-command, who then deducts these amounts from his monthly bill and attaches the receipts. The member is responsible for paying all landing, facility, customs, tie-down and any other fees, and these are not to be deducted from his monthly statement.

All local maintenance must be authorized by the Club Maintenance Officer, or if he is unavailable, another Board member. Repairs or maintenance costs which are estimated to exceed \$300.00 for an individual item must be approved by the Maintenance Officer and one additional board member.

### 8. SCHEDULING

**8A. Appointments.** The Club's Schedule Book is kept and maintained at the rear lobby service counter in the Avion Jet Center FBO located on the West ramp of the Orlando Sanford Airport. Appointments may be made by telephone. To use the schedule book, it is only necessary to indicate the reserved time block in the applicable aircraft column on the proper date page, and write both the **member's name** and **(both day and night) telephone number(s)** in the time block.

The Club does not have absolute rules regarding maximum schedule periods or frequency of aircraft use. Discretion and courtesy shall be the dominating factors in preventing scheduling abuses. In the event any member feels that his privileges as a club member are being infringed upon by the scheduling abuses of another member, the aggrieved member should present the facts to the Board. The Board's decision in arbitrating such grievances shall be final and binding on both parties.

The fact that the aircraft is tied down in the club's reserved tie down area is not evidence that the aircraft is available. **A member shall personally review the schedule book before taking a previously scheduled flight or spur of the moment unscheduled flight.** Telephone conversations with terminal employees may be used to make appointments; however, such appointments do not constitute personal observation of the schedule book.

**8B. Courtesy.** For the Club to operate as efficiently and harmoniously as possible, certain human courtesies are necessary. As soon as a member first realizes he cannot keep an appointment, he shall cancel his reservation in person or by telephone to make the aircraft available to other members. **It is a violation of these Rules of Operation if a member, in the opinion of the Board, frequently blocks out cross country flights but fails to cancel or revise downwards such reservations when**

## SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION

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**he does not use the aircraft for each of the blocked out times. The member may be charged for the reserved but unused time.**

When waiting for weather to clear, a member shall reschedule his departure time. For example, a VFR rated member should release the aircraft for use by an IFR rated member. When grounding of the aircraft is necessary for any reason, the member should note the cause in the Schedule Book and also attempt to notify by telephone the member scheduled to fly immediately after him.

When a mishap occurs on a cross country trip which will probably cause an extended delay (more than two hours in the return of the aircraft, such as weather, mechanical difficulties, etc.), the member (pilot) shall call **both** the Club Maintenance Officer (407-869-6900 or toll free at 888-666-7750) and Avion Jet Center FBO ( 407-328-9997) and request the lobby service desk person (option 1 for the automatic attendant) to update the Schedule Book, indicating the nature of the difficulty and the anticipated time of return. If any other member has blocked out time for the aircraft during the pilot's extended delay period, the pilot should consider requesting the desk person to notify each such member by telephone to advise of the delay. This consideration will be greatly appreciated by any member who has scheduled during the delay period. The calling member may deduct the cost of the call, if any, from his monthly bill.

**8C. No Shows.** When a member anticipates being late for an appointment, he shall update the Schedule Book by telephone call to the Avion Jet Center service desk at 407-328-9997 (option 1 for the automatic attendant) (or by other means), by rescheduling the appointment to adjust for the delay.

If a scheduled member does not appear within the first 30 minutes of his scheduled block of time, the remaining scheduled block time automatically becomes available to any member. Any member, who uses an aircraft in this event, shall place his name in the Schedule Book. Prior to taking this time block, however, the scheduling member shall attempt to determine the reason for the originally scheduled member's no show if the schedule indicated an extended cross country flight.

**8D. Minimum Time.** A *flight* is defined as the absence of the aircraft from its tie-down, other than for maintenance. No minimum charge is made for flights of less than four (4) consecutive hours. The table on the next page shows the minimum number of hours to be charged to a member per 24 hours.

To encourage flying when the aircraft is not reserved for any part of a weekend day or federally observed holiday, a member may book the aircraft up to two hours in advance on such day, for a time block up to twenty-four hours, and the weekday minimum shall apply.

# SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION

RANGE OF HH:MM ABSENCE FROM TIE-DOWN PER 24 HOURS		MINIMUM FLIGHT TIME TO BE CHARGED PER 24 HOURS	
FROM HH:MM	TO HH:MM	WEEKDAY	WEEKEND OR FEDERALLY OBSERVED HOLIDAY
.	LESS THAN 3:59	Actual	Actual
4:00	5:59	1 hour	1 hour
6:00	24:00	2 hours	3 hours

Such minimum flight time charges are not cumulative during any billing period, that is, if a member does not accumulate the minimum time on a trip, he cannot accumulate the required amount of time during the billing period. *Example: A weekday trip of 32:30 has a minimum 5 hour charge; however, if 10:00 of the total time was on a weekend or holiday, the minimum would be 6 hours.*

## 9. INITIATION FEES, DUES, LATE CHARGE AND RATES

Initiation fees, monthly dues and hourly rates change from time to time. The treasurer should be contacted for current costs. Billing procedures are discussed in the Club Bylaws. A late charge of \$10.00 (ten dollars) will be assessed against any member's account which is not paid by end of the month in which the bill was rendered. If the account remains unpaid by the next billing period, the member will be notified of his suspension from flying. If the member fails to make appropriate arrangements for payment within 30 days after this suspension notice, his membership will be automatically terminated. This termination does not affect such former member's monetary liability to the Club.

## 10. INSURANCE

The Club carries hull insurance to cover damage to the aircraft, and liability insurance to cover damage to property and personal injuries of others. The insurance that the club carries is primarily for the protection of the club. There could be instances where the individual club member may be liable for damages that would expose him to liability not covered by the club's insurance. A typical scenario would be an accident and as a consequence both the club and the member could be sued for damages. In fact, this is the most probable scenario, if personal injury is involved. The club recommends that each member acquire additional insurance coverage to provide for his personal protection. This is particularly important where the member has personal assets that should be protected.

Flights to certain foreign countries are not covered by the current insurance policy. Prior to departure on any such flight to any of these foreign countries, the member at his own cost shall a) obtain approval by the Board, and b) obtain a rider to the Club insurance policy which extends coverage to those areas of interest.

# **SOUTH SEMINOLE FLYING CLUB, INC. — RULES OF OPERATION**

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## **11. PROSPECTIVE MEMBERS**

A prospective new member shall appear in person at a Board meeting before the Club will consider his membership application for action. The meeting at which prospective new members are introduced by their sponsor and the meeting upon which their application is considered can be the same meeting. Under mitigating circumstances this provision may be waived by the Board.

## **12. VIOLATIONS OF RULES OF OPERATIONS, BYLAWS, OR CHARTER**

After an appropriate investigation by the Club Board of Directors (Board), If the Board finds any member in violation of any provision in its Rules of Operations, Bylaws, or Charter, the Board may suspended the member from flying Club aircraft for a period of time appropriate to the violation(s). He may also be expelled from the club Furthermore, the Board' may expel the member from the Club if the Board believes the violation(s) justify such an action. In all situations, the decision of the Board is final.

## **13. AMENDMENTS TO THE RULES OF OPERATION**

These Rules of Operation may be amended, altered or rescinded only by the majority vote of the Board during either a Regular or Special meeting of the Board. The amendments shall be communicated in writing within thirty (30) days of their acceptance to the members.

Revision history:

Effective September 1985

Revised March 1986

Revised July 1992

Revised January 1994

October, 1997

September, 2002

March, 2003

March, 2004

June, 2004

January, 2005