

Club Vision:

To encourage and promote an interest in aviation, to advance knowledge in aeronautical subjects, and to bring to more people the social benefits and pleasures of recreational flying in a club environment.

Club Mission:

To provide members access to an affordable, accessible, and versatile aircraft that will allow them to further their flying skills in a safe and fun manner.

ARTICLES OF INCORPORATION

ARTICLE 1. "NAME"

Section 1: The name of the organization shall be THE LAFAYETTE AERO CLUB, organized as an Indiana non-profit corporation. Hereafter referred to as the "club", operated in accordance with and enjoying all privileges of non-profit corporations under IC 23-17.

ARTICLE 2. "AUTHORITY, PURPOSE AND OBJECTIVES"

Upon the request of certain aviation minded citizens living in and around the cities of Lafayette and West Lafayette, Indiana, these Bylaws for the club are hereby established.

Section 1: The purpose of the club is to encourage an interest in aviation, to advance the knowledge of its members in aeronautical subjects and safety, and to bring to more people the social benefits and pleasures of recreational flying in a club environment.

Section 2: The club is a non-profit, social organization, established and operated exclusively for the benefit of its members. Financial support of the club shall be by membership fees, dues and assessments. The club is structured as an equity flying club

ARTICLE 3. "BYLAWS AND OTHER REGULATIONS"

Section 1: These Bylaws, Addendum A "The Lafayette Aero Club Membership Application". Addendum B " The Lafayette Aero Club Operational Rules", and any other regulations deemed necessary by the Board of Directors, constitute the regulations that govern the club in the best interest of all members.

Section 2: Changes to these Bylaws and other club documents shall be approved by majority vote of the Board of Directors. Changes to addenda of these Bylaws may be approved separately from these Bylaws, and by majority vote of the Board of Directors.

ARTICLE 4. "MEMBERSHIP"

Section 1: Membership is a privilege and shall be open to those interested in aviation, and who are acceptable by majority vote of the Board of Directors.

Section 2: Classes of Memberships available: Regular.

The classes shall have the following rights and responsibilities regarding voting, holding office, dissolution, redemption, recall and transfer:

- (a) Regular members shall have full voting privileges and club equity; shall be eligible to purchase, redeem, or transfer only one (1) share in accordance with all applicable Articles, Bylaws, Rules, and laws; shall be eligible to receive a proportion equal to one share of any surplus upon dissolution of the Club; and shall be eligible to hold an elected or appointed office in the Club;

Section 3: Unless otherwise stated in the Articles of Incorporation, Bylaws or Rules, the word "member" shall mean both Regular and Family Associate members.

Section 4: No person shall be refused membership based on any form of discrimination concerning sex, age, race, color, national origin, or religion, or any other basis prohibited by law.

Section 5: A member is an individual person with an interest in aviation. Membership does not extend to family members nor to members of other organizations to which the individual member belongs. Memberships are not transferable to any other person, for any reason.

Section 6: All members share equally in the property rights, assets, interests, liabilities, and obligations of the club.

Section 7: Candidate members shall hold at least an FAA Student Pilot Certificate, shall complete the application form in Addendum A and shall return the form and copies of required documents to the Secretary, along with payment of the Membership Fee specified by the club treasurer under the guidance of the Board of Directors. The Board of Directors shall consider the application and shall determine suitability for membership. A prospective member who is not approved for membership shall receive a refund of the Membership Fee within 90-days of the Board's decision.

Section 8: The Board shall specify a maximum number of members and is specified in Addendum B of these Bylaws. Changes to Addendum B may be approved separately from these ByLaws and by Majority vote of the Board of Directors.

Section 9: A member in good standing is one who has met all financial and other obligations to the club in the previous 30-days.

Section 10: All members in good standing shall have equal privileges and access to club aircraft.

Section 11: A member not in good standing shall not have access to club aircraft until such time that the member returns to good standing by fully meeting all outstanding obligations.

Section 12: The Board of Directors may, by majority vote, terminate the membership of a member who has remained not in good standing for the previous 30-days. In such cases, the member is not entitled to any reimbursement of fees or other payments and shall relinquish all ownership and membership rights to the club.

Section 13: A member may be suspended by majority vote of the Board of Directors for non-payment of accounts, violation of any of the Bylaws or operating rules, for disregard of FAA regulations, or unacceptable behavior or conduct. In such cases, a Grievance Committee (see Article 9: "Committees") shall submit a report to the Board of Directors for further consideration. The Board has the right to terminate a membership after due consideration.

Section 14: Membership is obtained by one of the following methods:

- (a) If the club has not reached its membership cap, memberships shall be purchased from the club, in the amount specified in Addendum B.
- (i) Once the membership cap is reached, new members shall only be accommodated once an existing member leaves the club and in accordance with Section 16 of this Article.

Section 15: Membership fees or portions of fees are non-refundable unless approved by a Majority Vote by the Board of Directors.

Section 16: When operating at the membership cap, the club may maintain a waiting list, that shall comprise an ordered list of vetted and pre-approved prospective members. To be placed on the waiting list, a prospective member shall follow the Club Membership Application process and shall be interviewed and approved by the Board of Directors.

Section 17: Members leaving the club:

When a member wishes to leave the club for reasons acceptable to the Board of Director.

- (a) The leaving member shall provide a minimum of 30-day's notice to the Board of Directors, during which time the member shall continue to be responsible for all fees, dues, rates, and assessments. Exceptions may be considered at the discretion of the Board of Directors.
- (b) The Club has the right of first refusal to buy back a membership through the board of directors.
- (c) If the above option is not exercised, the leaving member can sell the membership to the next person on the waiting list established in Section 16 .
- (d) If there is no waiting list, and the leaving member cannot find a buyer, that member shall relinquish, for no reimbursement, the membership to the club so releasing the member from any further obligations to the club. The leaving members shall provide a minimum of 30-day's notice to the Board of Directors, during which time the member shall continue to be responsible for all fees, dues, rates, and assessments. Exceptions may be considered at the discretion of the Board of Directors.

Section 18: Incapacitation of a member.

- (a) A member who becomes incapacitated and cannot, against their will, enjoy the benefits of membership may, by majority vote of the Board of Directors, be entitled to up to three (3) months of association with the club, at the rate determined by the Treasurer with Board Approval. Beyond the period designated by the Board of Directors, the member shall consider the options in section 16, above.

Section 19: The club shall not disclose members' personal information to other parties, unless required by law, in the due course of business (e.g. obtaining insurance), or in interests of safety.

Section 20: No club member, Board Member or Officer shall not receive any salary for their services relating to any role, position, or services.

- (a) The Directors, Officers, and other appointed positions may receive monthly compensation in the form of flying time credit(s) to be determined by the Board of Directors. This flying time shall be cumulative but shall never be redeemable for cash. Flying time earned in any calendar year must be redeemed by the end of the next calendar year. Club membership and good standing must be maintained in order to use the earned flying time.
- (b) The Board may, at its discretion, appoint three members to a compensation committee comprised of no more than one (1) Board member to review and recommend Officer and other appointed position compensation. Recommendations shall be voted on and approved by a majority of members present at the next membership meeting after recommendations are proposed to the Club members.

Section 21: Each member operating a club aircraft, or responsible for its operation, shall comply with the Operations Rules, specified in Addendum B "The Lafayette Aero Club Operational Rules".

Section 22: Members of the club are expected to:

- (a) attend meetings
- (b) be available for Board of Director positions as rotations dictate
- (c) conduct themselves in a proper and fitting manner
- (d) uphold the dignity of the club at all times
- (e) be alert, mindful and considerate of the club and members' interests
- (f) exercise due caution and safety in flying
- (g) observe all federal, state, local, airport, and club flying rules and regulations
- (h) not divulge club information and membership rosters to external parties, without permission from the President.
- (i) adhere to the bylaws and operating rules of the club

ARTICLE 5. "BOARD OF DIRECTORS"

Section 1: The Board of Directors shall manage the business affairs of the club. The Board shall manage the club through the implementation of fees, operating rules, maintenance, safety, social, and other procedures as deemed necessary, by majority vote of the Board of Directors.

Section 2: The Board of Directors shall comprise a Chairman of the Board and two Board Members, elected from the club membership. The Chairman of the Board shall also serve as President of the club. One Board Member shall also serve as Secretary of the club, and the other Board Member shall serve as Treasurer of the club.

Section 3: Any Director may resign at any time by giving at least 10-days written notice to the Board of Directors, the notice to include the effective day and time of resignation. A vacancy on the Board of Directors that rises for any reason shall be filled temporarily, by agreement of the remaining Board Members, until such time that an election is held, that time being no longer than 60-days from the time of the temporary appointment.

ARTICLE 6. OFFICERS”

Section 1: The Officers of the club shall comprise a President, Secretary, and Treasurer, who shall be the Chairman of the Board and Board Members, respectively. Contingent on size of the club, the positions of Vice President, Safety Officer, Maintenance Officer, Membership Officer and Social Officer may be established, by majority vote of the Board of Directors. Officers shall be elected from the club membership, and by majority vote of the club membership.

Section 2: The President: The President provides leadership to the Board of Directors and Officers and leads the club in the pursuit of the club’s goals and objectives. The President presides over membership meetings, appoints all committees, and performs all other duties normally required and pertaining to the office. The President shall also preside over Board of Director meetings. In addition, the President: Calls meetings to order and adjourns meetings; calls for motions and manages the voting of motions; represents the club’s interests at meetings and signs official documents on behalf of the club; delegates duties and responsibilities as necessary; appoints and disbands committees that conduct research and report back to the Board of Directors.

Section 3: The Vice-President:

The Vice President shall preside in the absence of the President. The President may assign specific duties to the Vice-Present – in particular, the Vice-President may be temporarily assigned another board position, as needs arise.

Section 4: The Secretary:

The Secretary maintains all (non-financial) club records, including membership rosters, insurance papers, hangar lease agreements, and aircraft agreements. In consultation with the President, the Secretary shall publish and post calls for meetings, agendas, and shall keep and publish minutes of meetings, including meeting dates, times, attendance, discussions and decisions, motions and voting, any other business, and the time of adjournment Provides a Secretary's Report at all membership meetings. The President shall be constantly apprised of all matters related to the club's administrative status.

Section 5: The Treasurer:

- (a) The Treasurer manages the club's finances and keeps accurate and up- to-date records and reports and shall present financial reports at all meetings of members. The Treasurer shall keep accurate financial records and transactions, receive all funds, issue monthly statements to all members, disburse club funds to meet all obligations after board approval, and notify the Board of Directors of any delinquent accounts by the fifteenth (15th) of each month. The Treasurer also prepares – or delegates – the completion of annual tax returns and statements, shall maintain a 3-year rolling budget, and shall arrange for financial audits, as necessary. The President shall be constantly apprised of all matters related to club finances.

Section 6: The Safety Officer:

- (a) The Safety Officer shall be responsible for the club's safety culture, records, education, training, and conformance. The Safety Officer shall be designated as the club's Chief Pilot, and shall either directly or through delegation, check-out new members prior to them operating club aircraft, and shall provide recurrent check-outs to all members, as specified in the Club Operating Rules. The Safety Officer shall maintain records of members' qualifications and currency, and shall inform affected members and the President of lapses. The Safety Officer shall plan and conduct safety meetings and a mandatory annual safety stand down meeting. The Safety officer also maintains a list of approved FAA instructors as per club rules. The Safety Officer shall encourage the open discussion of safety matters and shall create and maintain methods whereby members may confidentially report issues related to safety to the Safety Officer and Board of Directors. Provides a Safety Report at all membership meetings. The President shall be constantly apprised of all matters related to safety.

Section 7: The Maintenance Officer:

- (a) The Maintenance Officer shall be responsible for the maintenance of club aircraft and equipment. The Maintenance Officer arranges for all maintenance tasks, scheduled and unscheduled, and keeps all maintenance records up-to-date. The Maintenance Officer creates and maintains methods of reporting maintenance issues, including methods for members to immediately ground aircraft at the sole discretion of that member. The Maintenance Officer shall create and enforce return-to service standards. In consultation with the Social Officer, the Maintenance Office shall arrange aircraft and hangar clean-up and maintenance days. Provides a Maintenance Report at all membership meetings. The President shall be constantly apprised of all matters related to maintenance.

Section 8: The Membership Officer:

- (a) The Membership Officer shall maintain membership at the required level by managing a waiting list and shall create and distribute a Club Newsletter. The Membership Officer shall create flyers to promote membership of the club.

Section 9: The Social Officer:

- (a) The Social Officer shall maintain the club's social calendar and shall be responsible for forming and leading ad-hoc committees to organize and implement activities such as fly-outs, fly-ins, open days, etc. The Social Officer shall be responsible for the club website and social media sites. The Social Officer shall promote the club through community outreach.

Section 10: It shall be the duty of the Board of Directors and Officers to conduct activities of the club in an efficient and businesslike manner, and to safeguard the interest of the club at all times.

ARTICLE 7. "ELECTIONS AND TERM OF OFFICE"

Section 1: The club membership shall elect members to the Board of Directors and Officers, at the Annual General Meeting.

Section 2: Board and Officer positions shall be for two-year terms.

Section 3: To ensure continuity, elections shall be staggered. The President, Treasurer, Maintenance Officer and Membership Officer shall be elected every even year, whereas the Vice President, Secretary, Safety Officer and Social Officer shall be elected every odd year.

Section 4: Nominations shall be made in writing to the Secretary at least 10-days prior to the Annual General Meeting. Any member may nominate another member, with that member's permission, and any member may nominate themselves.

- (a) Nominations require the name and signature of the nominee, plus the name of one other club member, as a reference.
- (b) Nominated member shall have been part of the club for at least one (1) year and have remained in good standing to be considered for nomination. Exception to this rule shall be members who are founding members.
- (c) Nominated members are required to be full members of the club.

Section 5: Elections for positions shall be conducted by the Secretary and shall be by secret ballot during the Annual General Meeting. Members may each cast one individual, non-transferable vote.

Section 6: The quorum for the Annual General Meeting shall be the two-thirds ($\frac{2}{3}$) of members present.

Section 7: Members must be present to vote during the annual meeting. Proxy votes are not permitted. Absentee votes are not permitted.

Section 8: Hung votes are not permitted. If a vote is hung, the vote shall be repeated. If the vote is still hung, the President shall abstain from the next round of voting in order to force a majority result.

Section 9: In the event of Officer positions becoming available mid-term, the President shall call a Special General Meeting for the purpose of elections. Nominations shall be made in writing to the Secretary at least 10-days prior to the Special General Meeting.

Section 10: A majority written vote of members shall be required to remove a Board Member from office. Such action shall be presided over by a member chosen by the membership.

ARTICLE 8. "QUORUMS, MEETINGS AND RESOLUTIONS"

Section 1: Regular meetings of members ("membership meetings") shall be held at least quarterly and shall be called by the President.

Section 2: The quorum for membership meetings shall be two-thirds ($\frac{2}{3}$) of members.

(a) If unable to attend a proxy should be nominated by the absentee and details to be sent the president and secretary at least 24 hrs prior to meeting time.

(b) Proxies can be current club members or family members.

Section 3: The President may call special membership meetings, as deemed necessary.

Section 4: Upon request to the Secretary by more than 50-percent (>50%) of the members, the President shall be required to call a special membership meeting.

Section 5: Board of Director meetings shall be held at least quarterly and shall be called by the Chairman.

Section 6: The quorum for Board of Director meetings shall comprise at least the President or Vice President, the Secretary, and the Treasurer. The Vice President may act for the President, if so delegated.

Section 7: The Chairman may call special Board of Director meetings, as deemed necessary.

Section 8: The Annual General Meeting of the club, for purposes of Board of Director reports and elections, shall be held in January of each year and shall be called by the President. Elected officers begin duties on February 1st of that year.

Section 9: The passage of any resolution at membership and Board of Directors meetings, except as otherwise provided in these Bylaws, shall require a majority vote of those members present.

Section 10: Any action that may be taken at a meeting, may also be taken without a meeting and without a physical vote, if a consent in writing (including email or other electronic correspondence), setting forth the actions so taken, is provided by a majority of the members eligible to vote.

Section 11: Club meetings, including Board of Director meetings, but excluding meetings or sections of meetings dealing with personnel issues and/or matter of grievance, shall be open to all club members.

Section 12: All meetings shall follow a formal agenda, distributed by the Secretary to members at least 3-days prior to the meeting itself.

Section 13: The Secretary or other person designated by the President, shall keep detailed minutes of meetings, including motions and voting, and shall publish the minutes to all club members within 5-days of each meeting.

Section 14: Meetings shall conform to the following Rules of Order:

- (a) Call to order
- (b) Roll call
- (c) Reading, corrections, and approval of minutes from the previous meeting
- (d) Officers' reports
- (e) Payment of bills
- (f) Committee reports, as applicable
- (g) Unfinished previous business
- (h) New business
- (i) Adjournment

ARTICLE 9. "COMMITTEES"

Section 1: Standing Committees:

The President may form the following standing committees:

- (a) **Maintenance Committee:** Headed by the Maintenance Officer, this committee shall consider all aspects of maintenance and airworthiness of club aircraft.
- (b) **Safety Committee:** Headed by the Safety Officer, this committee shall consider aspects of safety, safety training and member currency/proficiency. The Committee shall run quarterly Safety Meetings. Members are expected to attend at least 3 safety meetings per year, including the mandatory safety stand down meeting.
- (c) **Social Committee:** Headed by the Social Officer, this committee shall consider all aspects of club events and community outreach, including marketing, the club website and social media sites.
- (d) **Membership Committee:** Headed by the Membership Officer, this committee shall consider all aspects of club membership, including marketing for, and maintaining a waiting list.

Section 2: Special Committees:

The President may form special committees, as needed. Examples are:

- (a) **Aircraft Selection and Procurement Committee:** An ad-hoc committee formed by the President to consider aircraft selection and, once agreed by a majority of the members, aircraft procurement.
- (b) **Grievance Committee:** An ad-hoc committee formed by the President to consider matters of conflict in the club. Any club member can refer an issue to the President for consideration. The Grievance Committee shall make recommendations to the Board of Directors. The final resolution of conflicts and grievances shall be by a majority vote of the Board of Directors.
- (c) **A Strategic Planning Committee:** The Board of Directors shall engage members in the future of the club through this committee whose output shall be an approved Strategic Plan.

ARTICLE 10. "FINANCE, DUES, ASSESSMENTS"

Section 1: Monthly dues and hourly rates shall be determined by the Treasurer and presented at each Annual General Meeting, or any other time as determined by the Board of Directors. The monthly dues shall cover all fixed costs involved in operating the club, and the hourly rate shall cover operational costs of the club aircraft.

Section 2: Each member shall be billed at the end of each month, for dues and hourly charges. Balances are due upon receipt and shall be considered delinquent after the tenth (10th) of the month. Members shall be deemed to be not in good standing if a balance remains unpaid by the end of the month, and flying privileges shall be withdrawn until that time that the balance has been paid.

Section 3: Monthly dues shall be assessed on each member, regardless of whether that member has flown, or not, during that month.

Section 4: If the Board of Directors determine that a member is personally responsible for damage through negligence, that member shall be assessed for 100% of any insurance deductible for damages so incurred. That member shall also be responsible to pay for increases in insurance premiums and all other costs incurred from their negligence.

Section 5: The Board of Directors, may, by majority vote, levy a special assessment on all members of the club to pay for necessary repairs, acquisitions, or capital improvements to club assets. The amount of assessment shall be equal for all members, the amount being the required total divided by the actual number of club members at that time.

ARTICLE 11. "SCHEDULING, RESERVATIONS, USE OF CLUB EQUIPMENT"

Section 1: Information about using club aircraft and equipment is provided in Addendum C of these Bylaws - "The Lafayette Aero Club Operational Rules".

Section 2: Only members in good standing as defined in Article 4 of these Bylaws shall reserve club aircraft.

Section 3: Members shall use the on-line scheduling tool provided by the club. All reservations should be made in advance as much as possible. The scheduling system shall be used to reserve, check-out and check-in club aircraft, as detailed in Addendum C.

Section 4: Members are expected to treat club equipment as their own.

Section 5: The club does not provide flight instruction. The Board of Directors shall select an appropriate number of FAA Certified Flight Instructors to serve as "Club-Approved Instructors". Members shall be required to use one of the Club-Approved Instructors for initial checkout(s) in each club aircraft in which the member has not been previously checked out and signed off. After initial checkout and signoff by a Club-Approved Instructor in the specific club aircraft, the member may use any qualified instructor to satisfy additional insurance and rating requirements in that aircraft. The member shall directly compensate the instructor by the methods established by the instructor and/or the club.

Section 6: A member shall not be entered into the scheduling system until satisfactorily checked-out by an approved instructor and approved by the Safety Officer. In the absence of a safety officer, approval will be subject to the President.

Section 7: As an equity flying club, the club shall furnish aircraft for its members' use. The terms and conditions of the payments, insurance, and maintenance requirements and responsibilities are maintained on file and can be obtained on request by any club member

ARTICLE 12. "LIABILITY AND INSURANCE"

Section 1: Adequate insurance shall be carried at all times. The club shall carry liability and hull insurance for each club aircraft. The Treasurer shall research policy options and rates each year. Final selection shall be by majority vote of the Board of Directors.

(a) Club insurance is carried to:

- (i) A: Protect the aircraft owners in case of aircraft loss or damage
- (ii) Provide liability insurance to cover the club in the case of third-party claims.
- (iii) Liability cover may extend to members, according to the insurance policy. The club encourages all members to review their personal situations and to consider purchasing additional insurance, as appropriate.

(b) Club members are required to read, understand, and sign the Equipment Use, Release, Assumption of Risk and Waiver of Liability AGREEMENT, in the Membership application packet.

Section 2: The club may carry Directors and Officers (D&O) insurance on behalf of Directors and Officers, for any liability asserted against and incurred by a Director or Officers arising out of that Directors or Officers position.

ARTICLE 13. "AMENDMENTS"

Section 1: A majority vote of the board of directors may amend these Bylaws. Requests for amendment shall be made as an agenda item before a membership meeting, in the form of a marked- up version of the membership package.

ARTICLE 14. "DISSOLUTION"

Section 1: Upon dissolution of the club, the board of directors shall be designated as trustees and shall liquidate the assets of the club and pay all outstanding obligations in proportion to the final available capital. Any surplus shall be distributed according to the laws of the State of Indiana, and in accordance with the tax status of the club.

ADDENDUM A: "THE LAFAYETTE AERO CLUB, INC. MEMBERSHIP APPLICATION"

ADDENDUM B: "THE LAFAYETTE FLYING CLUB, INC. OPERATIONAL RULES

Section 1: GENERAL OPERATIONAL RULES

1. Aircraft provided by the club are for the exclusive use of its members.
2. Members are required to conduct themselves in a manner that is a credit to the club.
3. A member may use club aircraft for personal transportation, for individual flight training, or for pleasure.
4. Club aircraft shall not be used for compensation or hire, commercial operations nor business activities.
5. The club's objective is to maintain a workable ratio of members per aircraft, as determined by the Board of Directors.
6. Members may pilot only those club aircraft for which they have received a check out from a Certified Flight Instructor approved by the club.
7. Only Certified Flight Instructors approved by the club and named on the list of approved instructors are authorized to give check outs in club aircraft.
8. Certified Flight Instructors approved by the club are independent contractors and are not provided by the club.
9. Club aircraft may be flown solo only by individuals who satisfy the applicable requirements and regulations.
10. It is each member's responsibility to comply with all regulations and requirements when flying club aircraft.
11. Members shall conduct a comprehensive preflight inspection, prior to every flight. The preflight shall follow the PAVe methodology. The aircraft preflight shall follow the procedures detailed in the Pilot's Operating Handbook.
12. Members shall use checklists from the Pilot's Operating Handbook or club-approved aircraft checklist for all flight conditions, including but not limited to take-off, cruise, before landing and post-landing procedures.
13. Members shall follow the recommended leaning procedure during taxi, take-off, cruise flight and landing.
14. Members are reminded that insurance coverage is not valid if club aircraft are flown without meeting regulatory requirements and beyond limitations established by the insurance company.
15. Members should obtain and become familiar with an Aircraft Flight Manual/Pilot Operating Handbook for every club aircraft flown.
16. Only club aircraft and equipment may be stored in the hangar. Members may not store personal property in the hangar at any time without prior permission from the board of directors.
17. At no time shall any vehicle be parked so that it prohibits aircraft movement into or out of the hangar.

18. Upon completion of a flight, the pilot shall perform a thorough post-flight inspection of the aircraft and shall:
 - a. Document any squawks noted before, during, or after the flight
 - b. Remove all personal items and clean the cabin
 - c. Remove all bugs from the windscreen, windows and leading edges as soon as possible following a flight.
 - d. USE ONLY THE PROVIDED MATERIALS FOR CLEANING. IN PARTICULAR, USE ONLY provided cleaners AND MICRO-FIBER CLOTHS ON THE WINDOWS.
19. Any unreported damage or discrepancies discovered by a member will be assumed to have been caused by the last user. Report such instances to the Maintenance Officer.
20. Aircraft fueling: Members are responsible for fueling the aircraft at the end of their flight, and for fuel management.
21. If at night, members are requested to make sure the plane is fueled the next date or indicate to the next user the status of fuel reserve.
22. At the end of any flight the aircraft shall not be returned to the hangar with no less than 5 gallons of total fuel.
23. Fuel purchases:
24. If possible all fuel purchase should be conducted at Purdue Aviation.
25. Members are responsible for all fuel costs including all taxes, fees and surcharges, which exceed the monthly fuel price limit set by the Treasurer. The monthly fuel price limit is based on the highest per gallon fuel price at the home airports, plus \$0.20 per gallon for Indiana fuel taxes.
26. Members who experience maintenance issues when traveling overnight away from a Lafayette Aero Club home airport must adhere to the following:
 - a. No maintenance may be authorized without first speaking with the maintenance officer or his/her temporary designee (or if not available, another Board member).
 - b. Maintenance issues that are not a result of negligence will generally be covered by the Club provided that all repairs are approved as required above and the cost of the repairs is generally in line with what our usual maintenance charges are at our home airports.
 - c. Members may be responsible for all or a portion of weekend and/or holiday maintenance "callout" fees at the discretion of the Maintenance Officer, whenever maintenance is requested during FBO after-hours periods.
27. No member may make or cause to be made any alterations, attachments or changes of any kind to the interior or exterior of any Club aircraft without the written approval of the Maintenance Officer and one other officer of the Club.
28. For outside temperatures of less than 50 C, members shall ensure the engine block heater is plugged-in and that a blanket covers the cowling and air intakes, and that the cabin heater is set to an appropriate temperature.

CFI member specific rules

29. Flight instruction to non-members in club aircraft is prohibited.
30. Compensation for flight instructors can be either monetary or credit to be used towards dues or flight time.
31. One of the above compensation methods should be established with the treasurer of the club for a given fiscal year.
32. Once established this cannot be changed till the next fiscal year.

Section 2: RESERVATION OF CLUB AIRCRAFT

1. Reservations shall be made using Hold short
2. Only members in good standing as defined in Article 4 of the Bylaws shall reserve club aircraft.
3. No member shall fly a club aircraft without first reserving the aircraft in the provided scheduling system.
4. Members shall reserve only the time for which they will be using the aircraft.
5. Reservations remain valid for 30-minutes after the time of the reservation. After the 30-minute period, the reservation expires.
6. Members must dispatch (check-out) the aircraft or change the reservation time, within 30-minutes of the reserved time.
7. If the aircraft cannot be returned at the time stated in the schedule, members are expected to make every attempt to contact any member so disadvantaged, or a Board Member.
8. If a member is unable to keep a reservation, or arrives back early from a flight, the schedule should be updated to allow the aircraft to be used by other members.
9. No more than 4 reservations may be held at one time, per member.
10. Overnight flights may be scheduled.
11. Weekend and/or extended-time flights may be scheduled. For flights of 1, 2 or 3 (consecutive) days, aircraft shall be booked using the club scheduling tool. For flight of 4 or more consecutive days, the member shall first contact a Board Member for approval, prior to booking the aircraft in the club scheduling tool
12. For multi-day reservations: The aircraft should be flown for a minimum of 1 hrs per day unless approved by the Board of Directors.
13. For multi-day reservations during Holidays. The aircraft schedule should be approved by the Board of Directors.
14. A member who utilizes club aircraft to an extent that impedes another member's ability to utilize the aircraft, may have flight time limits imposed and may have scheduling limitations applied, at the discretion of the Board of Directors.
15. No Club aircraft shall be used for hire.

16. No smoking in any form is permitted in any Club aircraft. This includes e-cigarettes.
17. Free flying time shall be awarded to members who participate in maintenance work according to the following provisions:
 - a. Free flying time may be earned by members only and may not be transferred.
 - b. Free flying time shall be awarded in the form of flying credits approved by the Maintenance Officer (or Board Member). No credits will be awarded for incomplete or unauthorized work.
 - c. Free flying time credit(s) shall be forwarded to the Treasurer for disbursement after the work is completed. Flying time earned in any calendar year must be redeemed by the end of the next calendar year.
18. The Maintenance Officer shall carry out the provisions of the program, subject to review by the Board of Directors.
19. Members must provide, to the Safety Officer, copies of their current airman certificate, FAA medical certificate or Basic Med document, Flight Review and annual dual endorsements. Failure to provide this information will result in suspension of Club scheduling and flying privileges. In addition, as of March 1, 2019, members must provide written confirmation of their endorsements for high performance aircraft, complex aircraft, and checkout or orientation in each of the Club airplanes. Currency requirements for each of the Club aircraft will be established by the Board of Directors and communicated to the membership via an appropriate communication medium.
20. Members who violate any of the rules of the club may be subject to operational and/or financial penalties as determined by a majority vote of the Board of Directors. Penalties may include but are not limited to required time spent in service to the club, suspension of member privileges including flying, and financial penalties levied against the member. The board has the discretion to determine the type of penalty(ies) and the amount of any financial penalty levied against the offending member.
21. The limit of each membership class is currently set at:
 - a. Regular: up to 10:

Section 3: REPORTING TIME AND EXPENSES

1. All club aircraft shall be checked out prior to flight and checked in upon completion of flight, using **Hold Short**.
2. All flight time will be reported from the Hobbs meter in each aircraft, rounded-up to the next highest 1/10th of an hour. Discrepancies shall be noted when the aircraft is checked out or checked in and brought to the attention of the Treasurer.
3. Members shall also complete Tach and Hobb details on the scheduling app. This should include complete details of Renter's name, date, and the starting and finishing Tach and Hobbs times.

4. Hobbs meter time shall be used as the basis for billing, whereas Tach time shall be used for maintenance.
5. Members shall purchase fuel as required for the flight
 - i. Member should log any oil added to the aircraft
6. Reimbursement for fuel expenses shall be made in accordance with Stipulations set forth by the club
7. Members shall submit fuel receipts via email to the treasurer. Members shall write their name on the top of the receipt for easier tracking.
8. All maintenance services and activities must be pre-approved by the Maintenance Officer or, if not available, a Board Member, prior to having the service performed. Any maintenance performed outside of these guidelines could become the financial responsibility of the member who authorized the work. If you have any doubts, get the work done - be safe, but also be sensible.
9. All maintenance squawks should be reported at the time of discovery to the Maintenance Officer or a Board Member.
10. If you deem the aircraft to be unairworthy, then immediately ground it. Contact the Maintenance Officer or a Board Member and contact all other club members who may be affected.
11. Check and follow the procedures for shutting down and securing the aircraft at the completion of all flights. Ensure that the master switches are off to avoid draining the battery.

Section 4: STRANDED AWAY FROM BASE or Delay

- 1) Any member who is delayed on a cross country flight beyond the scheduled time to return shall:
 - a) Contact each member who is affected by the delay.
 - b) Update the scheduling system when the aircraft has actually returned to the airport.
 - c) Notify the next member affected by the delay that the airplane is now available.
 - d) Be responsible for their own and their passenger's(s) costs (hotel, meals, transportation, ramp fees, parking fees, hangar fees, etc.) associated with delayed flights regardless of cause (weather, maintenance issues, etc).
 - e) Be responsible for the cost(s) of returning a club aircraft to its home airport if, for any reason, the member has to return home without the club airplane. This could be a result of maintenance, weather, or other issues. In addition to costs noted in item (d) above, additional costs include at a minimum, the Hobbs time for the return trip of the affected aircraft, and other costs including, but not limited to the cost of alternate transportation back to Lafayette; cost of alternate transportation to the distant location to retrieve the club aircraft by the member or another member, etc.
- 2) If a club aircraft becomes stranded due to weather for a period of more than a day, please contact a Board Member or Officer to discuss the situation and determine a resolution.

Section 5: PILOT REQUIREMENTS

1. Only appropriately qualified Club Members and approved Certified Flight Instructors are authorized to act as Pilot in Command (PIC) of club aircraft.
2. To act as PIC, a member must be current as per FAA regulations, and successfully complete a check out with an approved Certified Flight Instructor in the aircraft they intend to fly.
3. During a check out in a club aircraft, a member pilot shall demonstrate aeronautical skills to a level appropriate to the certificate held, to the satisfaction of the approved Certified Flight Instructor.