

**SOUTHEASTERN MINNESOTA FLYING CLUB
Inc.**

FLYING REGULATIONS

AND

OPERATING RULES

Adopted 2007-07-11

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Flying Regulations

RESTRICTIONS

- A. All flying shall be done in strict compliance with existing Federal Aviation Administration (FAA) Regulations, Minnesota Division of Aeronautics Regulations, Local field rules, and this Club's regulations.
- B. Particular attention should be given to the following:
 1. Student Pilots -- Each flight shall have the specific approval of a pilot holding a valid current Flight Instructor's certificate issued by the FAA as specified in Part 61 of the Federal Aviation Regulations.
 2. Flight review -- No member of the Club shall fly Club aircraft as a pilot-in-command unless such member has completed subject flight review as specified in Part 61 of the Federal Aviation Regulations.
 3. Chemical Usage -- No member shall use any of the Club aircraft while under the influence of alcohol or drugs. Determination as to whether the member was under such influence or not shall be made by the Board of Directors and its decision shall be final. Any member found guilty of violation of this rule will be expelled from the Club, fined an amount equal to their share value, and all indebtedness will be due payable immediately.
- C. All members, regardless of previous experience, will be required to check out in each Club aircraft as pilot-in-command. In addition, a checkout for night flying will be required, but not necessarily for each aircraft. Each check flight must be made with a pilot holding a valid current Flight Instructor's certificate issued by the FAA, and approved by the Board of Directors.
- D. Minimum requirements for flying Club aircraft are defined by the Board of Directors. These requirements are listed in Table A. At its discretion, the Board of Directors may at any time require proof of flight time, flight check, current medical, and Flight Review.
- E. Aircraft owned by the Club shall be flown by:
 1. Members of the Club who meet the following requirements:
 - a. Holds a current medical certificate (unless a pre-solo student pilot);
 - b. Complies with Flight Review requirements;
 - c. Received a check ride from and written approval by a certified flight instructor in the same make and model of aircraft to be flown.
 2. Commercial pilots in the employ of an FAA approved aircraft repair station in connection with the inspection or repairs to be or that have been performed on a Club aircraft.
 3. Any FAA Inspector or a Board approved Certified Flight Instructor for the purpose of instructing a Club member.
- F. No aircraft owned by the Club shall be operated for hire, although a member may accept an offer to share the cost of a flight made for common interest. Particular care must be taken to ensure that such a flight cannot in any way be construed as a charter operation. Landings -- except in cases of emergency, no member shall land a Club aircraft at any but established airports as shown on a current sectional aeronautical chart.
- G. It shall be the responsibility of any member keeping a Club aircraft overnight to have it tied down or hangared at his/her own expense.

- H. Any temporary aircraft operating restrictions or limitations shall be describe in writing and shall be kept with the aircraft log. Such restrictions or limitations become the Temporary Flying Rules for that aircraft and must be observed.
- I. Annually, on the date specified by the Board of Directors, each member shall submit the following information for submission to the Club's insurer:

Full Name	Hours in Previous 6 months	Ratings
Age	Retractable Gear time	Date of last physical
Occupation	Accident History	Date of Last Biennial Flight
Flight Review	Total pilot hours	Type of Certificate

GENERAL RULES

A. Members eligible to fly the Club aircraft must:

1. Check the aircraft maintenance log sheet to become familiar with any known maintenance discrepancies.
2. Perform a complete pre-flight check on the aircraft before flying.
3. Check the previous entry on the aircraft time log sheet, making sure it agrees with the hour meter on the tachometer.
4. Check the log sheet for the time of the next oil change. If projected flight time will exceed the time for the next oil change by five (5) hours of more, the oil must be changed before flying the aircraft. Call the Maintenance Officer for assistance if you are not qualified to change oil. A fixed base operator (FBO) should perform oil changes that come due on a cross-country flight. Inform them that the aircraft is equipped with a quick-drain. Members failing to do so will be charged for the cost of the labor to remove the cowling.
5. At the end of each flight completely fill the gas tanks. Use the Credit Card System at the fuel pump to fuel the airplane. If the Credit Card System is not useable, the tanks must still be filled. The local FBO will fill the tanks, however, payment for the fuel used must be made directly to the FBO. **Do NOT charge the fuel to the club.** Club members will get a discount on the price per gallon when the Credit Card System is not usable **if you ask for it.**
6. Taxi the aircraft to the hangar and put it away unless another member is waiting to fly immediately.
7. Fill out the aircraft log sheet. Enter the date, name, and the tach hour reading on the line next to the last entry. Figure the total flying time and enter it on the log. Indicate any oil added.
8. On the Cessna 172 and 182, place the fuel tank selector on Right or Left tank to prevent siphoning.
9. Note any maintenance problems in the remarks column of the log sheet and **notify the appropriate Maintenance Officer** as soon as possible.

B. Purchases away from the home field:

1. Necessary services and minor repairs will be reimbursed at cost. Repairs costing over \$250 must be approved by a member of the Board of Directors or by the Maintenance Officer.
2. Any expense statements shall be turned in promptly with the remittance for the period involved.
3. A member will absorb any storage costs incurred by that member away from the home field.

SAFETY RULES

The following rules specify maximum limits for safe operation. The individual member shall be responsible for the safe operation of Club aircraft. In the event of damage to Club aircraft caused by operation above the limits specified in this Section, the member shall be liable as stated in the Bylaws.

- A. Wind limits -- Do not operate (taxi, take off, or land) the aircraft when the wind speeds, including gusts, exceeds speeds shown in Table B. (As measured by the National Weather Service).
- B. Safe Speed Control -- NEVER allow air speed to drop below:
 1. 150% of flaps up (VS1) stall speed when maneuvering below 1000 feet AGL.
 2. 135% of flaps up (VS1) Stall speed during straight approach of climb out.
 3. 125% of flaps up (VS1) stall speed over the threshold.

See the POH (Pilot’s Operating Handbook) for these speeds.

Table A. Minimum Flying Experience

Aircraft	Ratings Required	Total Time	Instruction time w/CFI	Additional Requirement
Cessna 182	Private	Less than 100 hrs	10 hrs dual in make and model	20 take offs and landings
		100 hrs or more	5 hrs dual in make and model	20 take offs and landings
Members checked out in the C-182 must satisfy a recurrent training requirement every 12 months. This training is detailed in a club-approved syllabus and must be done with a designated CFI.				

Table B. Wind Speed Limitations (Knots) including Gusts as reported by the National Weather Service

Pilot Rating	Aircraft			
	172	182	Warrior	Archer
Student	20	N/A	20	20
Private	30	30	30	30
Commercial	30	35	30	35

Operating Rules

GENERAL

The Operating Rules of the Southeastern Minnesota Flying Club are provided to give each member detailed information and guidance to:

- Responsibilities
- Scheduling
- Maintenance
- Membership Classes
- Deposits, Dues, and Rates

RESPONSIBILITIES

As a member of Southeastern Minnesota Flying Club you are a pilot-owner. You share with other pilot-owners an ownership in each aircraft. With ownership comes responsibility for aircraft maintenance and upkeep. If each member-owner does their share, then we can continue to fly clean, neat, well-maintained safe aircraft at minimum cost. There are several actions each of us must take to ensure availability of first class aircraft that we can be proud to fly. Your compliance with these Operating Rules will make Club membership safer and more enjoyable for yourself and others.

PILOT PROFICIENCY

Each member shall fly as pilot in command in a club airplane at least once every three months. If a member does not fly a club plane within a three month period, he/she must schedule flight time in a club airplane with a club-approved certified flight instructor who will assess the member's flying proficiency.

Example: A member who acts as PIC in a club airplane on May 12 must fly at least once between that date and August 15 to be considered current by club standards. If he/she doesn't fly at least once during that period, then he/she must schedule flight time with a CFI.

SCHEDULING

- A. No member may fly a Club aircraft without having reserved time for the flight with the Club scheduling system.
- B. It should be thoroughly understood that the proper use of the reservation feature provided is the key to successful cooperative operation, maximum use of the aircraft, and maximum utility to all the members.
- C. By your reservation you are declaring to the other members that the aircraft is assigned to your custody for the period reserved. Therefore, you should be careful to follow these rules:
 1. Reserve precisely the time you intend to use the aircraft including the time for a preflight inspection, the flight, and refueling.
 2. Cancel as soon as you know you cannot keep a reservation, regardless if for weather or other reasons. Do not assume that in inclement weather the aircraft will not be needed for instrument flights or maintenance. Adjust your reservation if you find you will be delayed in leaving.
 3. If any member does not show up within thirty (30) minutes after the start of their scheduled flying time, any other member may use the remainder of that scheduled time. However, before the aircraft is taken in such a situation, the aircraft scheduling system **MUST** be notified (i.e. schedule Standby for the aircraft).
 4. No member shall intentionally keep Club aircraft beyond the time scheduled by him/her. If return of the aircraft is unavoidably delayed, notify the scheduling system.
 5. A pilot taking a club aircraft away from the home field is responsible for returning in to the home field. If the plane is left at another location for reasons other than mechanical failure, it must be returned to the home field within twenty-four (24) hours after the arrival of safe flying weather unless the pilot arranges an extension with the Board of Directors. The pilot must pay any charges, including flying time, incurred by the Club to return the aircraft to the home field.
 6. Any member scheduling an aircraft for more than sixteen (16) continuous days between May 15 and September 15, must contact the Board of Directors to discuss his intended use of the aircraft. The Board of Directors will approve the schedule if the intended use of the aircraft is not detrimental to the overall operation of the Club.

7. Any member scheduling an aircraft for more than nine (9) continuous days may not make another schedule of more than three (3) continuous days until the longer schedule has been flown, canceled, or the member has contacted the Board of Directors and discussed the intended use of the aircraft. The Board of Directors will approve the schedule if the intended use of the aircraft is not detrimental to the overall operation of the Club.
8. The Board of Directors reserves the right to review any scheduled flight where the aircraft will be hangared overnight away from the club's rented space. Future schedules may be prohibited if it is determined that the reservation unfairly limits access to the aircraft by the majority of club members.

MAINTENANCE

- A. Maintenance of aircraft held and operated by the Club shall be at all times under control of the Board of Directors.
- B. The Board of Directors shall first authorize all major repairs and alterations of aircraft held and operated by the Club.
- C. Flight made for the purpose of ferrying aircraft to or from locations for maintenance shall be conducted at Club expense. This also shall apply to the second aircraft used to return the pilot of the first aircraft to the home base if the trip is solely for that purpose.
- D. Costs of flight associated with maintenance of the aircraft, including fuel, are paid for by the Club.

MEMBERSHIP FEE, EQUITY PURCHASE,, DUES, RATES, AND REMUNERATIONS

- A. All new members will pay a Membership Fee of \$200.00. In the case of a family membership, all members after the first will pay \$25. This Fee is not part of the Equity purchase and is not refundable.
- B. Equity (Share) purchase, dues, and rates are shown in Table C (these data may be superseded by publication of figures in the monthly newsletter).
- C.. Club officers and some other members are remunerated or otherwise compensated for services to the Club. See Table D.
- D. All new members are required to remain members for at least 90 days.
- E. Late fees shall be assessed 60 days after an invoice is due but unpaid. An annual rate of 18% shall be charged for the unpaid debt. The Treasurer has the discretion to waive late fees.

Table C. Deposits, Dues, and Rates

Type of Member	Equity Value	Monthly Dues	Hourly dry rate* including tax	Voting	Remarks
Active	\$662.50	\$60.00	172-328** \$26.00 172-53Q \$29.00 182 \$43.00 Warrior \$30.00 Archer \$33.00 Archer-955 \$41.00 (53Q & 57G are not subject to sales tax)	Yes	Because of changes in the Minnesota tax laws, the aircraft purchased after about 1989 have tax added to the hourly rate.
Inactive	See Active, Family or Student	\$0.00	N/A	Yes	Only for unusual situations, i.e. call up for active military duty

Family		None	\$30.00	Same as active	No	Can schedule only one plane at a time.
Student***		\$662.50	\$60.00	172*** \$26.00	No	Can schedule only the Cessna 172***
Suspended		\$662.50	\$60.00	N/A	No	Not eligible to schedule aircraft

* Hourly rates are based on tachometer time recorded on aircraft log sheets.

** Designated training aircraft of the SE MN Flying Club.

*** A student is a person who may or may not hold an active student pilot certificate, but has not yet earned a private pilot certificate

Table D. Remuneration for Club Officers

	Credit	*Other
PRESIDENT	100% of dues	1 hr/month credit
VICE PRESIDENT	100% of dues	2 hr/month credit
SECRETARY	100% of dues	2 hr/month credit
TREASURER	100% of dues	3 hr/month credit
ASSISTANT TREASURER	100% of dues	1 hr/month credit
MAINTENANCE OFFICERS**	100% of dues	1 hr/month credit

* Flying credit hours may only be applied against flying time in Club aircraft exclusive of fuel. Credit hours may accumulate for up to 12 months worth of remuneration, but will not accumulate higher than 12 months worth of remuneration. Upon retiring from the office held, credit hours will be redeemable for up to 9 months after resignation, after which any unused credit hours will be forfeited. For Maintenance Officers, it is encouraged that half of the hour credit per month be flown in the plane for which they are the Maintenance Officer. In the case where a Maintenance Officer no longer serves as such, the maintenance for that aircraft becomes the responsibility of the Vice President. If the Vice President assumes responsibilities above that of being Vice President, remuneration will be 1 hour per month credit per additional responsibility, and these credits may be accumulated.

** The remuneration shown in Table D is based on typical responsibilities for a maintenance officer, defined by the Board of Directors. The Board of Directors has the authority to adjust maintenance officer responsibilities and remuneration on a per member or per aircraft basis. Changes to remuneration shall be voted on by a quorum of Club membership and published in the club newsletter, but not require an update to this document.