



Bylaws and Rules

Troy, MI (KVLL) <https://warrenflyingclub.org>

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Change Log

Date	Section	Summary
8-May-2003	• Document	Original document
3-Dec-2005	• General Rule 3	Changed fines for unexcused absence from a regular general meeting
13-Oct-2012	<ul style="list-style-type: none"> • ARTICLE V - 3.A • ARTICLE V - 4.F • ARTICLE V - 4.H • ARTICLE XVI – 5 • A.R. 10 • A.R. 11 • A.R. 15 • A.R. 20 - A • A.R. 20 - B • A.R. 21 - A • A.R. 24 	<p>Fuel fees to be calculated from the average per-gallon price</p> <p>Member forfeiting his/her membership sale proceeds</p> <p>Bylaw “Section H” created for large and/or very late delinquency indebtedness</p> <p>Allows and documents Electronic SPECIAL MEETINGS</p> <p>Expanded when a member may fly CLUB high performance aircraft</p> <p>Redefined when a member qualifies to fly as PIC in a CLUB High Performance aircraft</p> <p>Rule deleted. Remove ability to flight w/o scheduling the plane</p> <p>Updated WEEKDAY CONSECUTIVE DAYS allowance</p> <p>Updated WEEKEND CONSECUTIVE DAYS allowance</p> <p>Updated the summer month consecutive weekends allowance</p> <p>Expanded restriction on when a member can act a PIC in WFC aircraft</p>
11-MAR-2014	<ul style="list-style-type: none"> • ARTICLE IV - 1.A • ARTICLE IV - 1.E • ARTICLE V • ARTICLE X – 2 • G.R. 1 	<p>Allows Associate members</p> <p>Defines Associate Member</p> <p>Spelling correction (tie down vs tiedown)</p> <p>Removed board members 3 years same position restriction</p> <p>Updated initiation fee</p>
11-MAR-2015	<ul style="list-style-type: none"> • ARTICLE VI – 3 • G.R. 7 	<p>Require the use of WFC Orientation document to check out new members</p> <p>Establish responsibility for WFC New Member Orientation Information document</p>
11-NOV-2020	<ul style="list-style-type: none"> • Document • ARTICLE V - 4.E • ARTICLE V - 4.F • ARTICLE IX • ARTICLE X • ARTICLE XV – 1,2,3 • ARTICLE XIX 	<p>Correct misspelling and inconsistencies.</p> <p>Modify when members in arrears can't fly CLUB planes</p> <p>Amend fines for members in arrears</p> <p>Remove Plane Captains from the EXECUTIVE BOARD</p> <p>Re-establish 3-year term limits for board members</p> <p>Reaffirm voting is only for equity members</p> <p>New Article to establish death of a member bylaw</p>

25-SEPT-2022	<ul style="list-style-type: none"> • ARTICLE IV-1 • ARTICLE IV-2B • ARTICLE V-3 • ARTICLE V-4A • ARTICLE V-4H • ARTICLE VI-3 • ARTICLE VI-4 • ARTICLE VII-1 • ARTICLE VIII-3,4 • ARTICLE IX-4 • ARTICLE X-4A,B • ARTICLE XI-1 • ARTICLE XVI-3 • ARTICLE XVIII-4A • ARTICLE XVIII-4B • WFC G.R. 2 • WFC A.R. 2 • WFC A.R. 5-II,A • WFC A.R. 5-II,F • WFC A.R. 12 • WFC A.R. 14 • WFC A.R. 17 • WFC A.R. 18 	<p>Add “optional”. Section 2 B - reworded for clarity.</p> <p>Reworded for clarity.</p> <p>Added “based on market”.</p> <p>Removed Work bees.</p> <p>Changed from 9 to 6 months.</p> <p>Requires endorsement changes notifications by CFIs.</p> <p>Added students’ overnight restriction.</p> <p>Removed “presented annually”.</p> <p>Removed “Club newsletter” added “EMAIL”.</p> <p>Added action taken by BOARD.</p> <p>Removed Work bees.</p> <p>Removed members participation.</p> <p>Eliminated Work bees Meetings.</p> <p>Removed - long distance phone call.</p> <p>Revised and removed reference to ARTICLE XVIII-4A</p> <p>GR2 Eliminated</p> <p>Rewritten for clarity.</p> <p>Added placement of placard.</p> <p>Removed.</p> <p>Eliminated</p> <p>Removed “traded time”.</p> <p>Revised “fuel to be ½ to ¾”. No fuel to be offloaded.</p> <p>Revised “Equity Member holding PP rating”.</p>
03-Jan-2023	<ul style="list-style-type: none"> • WFC A.R. 13 • WFC A.R. 20 • WFC A.R. 21 • WFC A.R. 22 	<p>Revised “reservation usage and fines”.</p> <p>Revised “schedule time - usage”.</p> <p>Removed</p> <p>Removed</p>
21-April-2023	<ul style="list-style-type: none"> • Article X-4A • Article XVIII-3B,C • Article XVIII-5B 	<p>Revised CLUB Time allocation for CLUB BUSINESS</p> <p>Revised by adding returning of airplane to home base</p> <p>Added use of CLUB TIME when issue not pilot related</p>

10-April-2025	<ul style="list-style-type: none">• Revised all instances of “he/his/him” with “he/her” and “their”• Article IV, Section 2 – Clarified sales of memberships• Article V, Section 4, C – Defined infringement to include failure to follow hangar checklists• Article VI, Section 2- Added provision defining aircraft use is for recreational purposes only.• Revised fines for missed meetings from \$20 to \$25.• Removed deleted sections throughout document
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Table of Contents

Change Log.....	2
Table of Contents.....	5
Article I – NAME	6
Article II – PURPOSE	6
ARTICLE III – RULES.....	6
ARTICLE IV – MEMBERSHIP	6
ARTICLE V – FEES & PENALTIES	7
ARTICLE VI – USE OF AIRCRAFT	8
ARTICLE VII – SHARE VALUE DETERMINATION.....	9
ARTICLE VIII – CHANGES IN FINANCIAL STRUCTURE BUYING OR SELLING AIRCRAFT, OR AIRCRAFT LOCATION	9
ARTICLE IX – EXECUTIVE BOARD	10
ARTICLE X – OFFICERS & THEIR DUTIES.....	10
ARTICLE XI – COMMITTEES.....	11
ARTICLE XII – QUORUM	12
ARTICLE XIII – ORDER OF BUSINESS.....	12
ARTICLE XIV – PARLIAMENTARY AUTHORITY	12
ARTICLE XV – AMENDMENT	12
ARTICLE XVI – MEETINGS	12
ARTICLE XVII – OTHER ACTIONS	13
ARTICLE XVIII – CLUB AND PILOT RESPONSIBILITY FOR REPAIRS, REQUIRED AS A RESULT OF PILOT OPERATIONS.....	13
ARTICLE XIX – DEATH OF A MEMBER	15

Warren Flying Club Bylaws

Article I – NAME

The name of this club shall be the WARREN FLYING CLUB, INC., hereinafter referred to as the "CLUB".

Article II – PURPOSE

The CLUB is a non-profit corporation formed to aid in the aviation education and to improve the airmanship and flying skills of its members. To accomplish this purpose, it shall purchase and maintain suitable aircraft and equipment for the use strictly by its members. CLUB aircraft are not for hire or occupational business purposes.

ARTICLE III — RULES

From time to time, fee schedules, rules for aircraft use and other operational guidelines necessary to the operation of the CLUB will be instituted. Such "RULES" will be determined as appropriate and will become appended to these BYLAWS, but not part of them, for the record.

ARTICLE IV — MEMBERSHIP

Section 1.

CLUB membership shall be open to anyone interested in flying and limited to forty (40) equity members plus 5 optional non-equity Associate members subject to board approval.

- A. Candidates shall be submitted to the MEMBERSHIP COMMITTEE for their action.
- B. Only candidates approved by a majority vote of the EXECUTIVE BOARD shall be accepted as members in the CLUB.
- C. A successful candidate shall pay to the CLUB an initiation fee, as provided for in the general rules. All fees are due at the time of approval.
- D. An Associate membership is a CLUB membership that can be purchased for a \$500.00 fee from the CLUB for the purpose of pilot training. As Associate membership terminates after one year or upon the Associate member's completion of a Pilot Certificate. Associate membership participation may be extended by the Board. At any time within the year, an Associate member can purchase an outgoing Membership using the \$500.00 fee towards the purchase. If after 1 year an Associate member does not purchase an equity membership or have an approved extension by the Board the \$500.00 fee is retained by the CLUB. An Associate membership is a CLUB membership with the following limitations.
 1. Associate membership must be sponsored by an equity CLUB member and approved by the Board.
 2. Associate members are not allowed to schedule and fly CLUB high performance aircraft.
 3. Associate members are not granted overnight entitlements unless approved by the Board.
 4. Associate member voting rights are limited to non-bylaw and non-aircraft rule votes.
 5. An associate membership has no share value determination of the CLUB.

Section 2.

- A. If at any time a member wishes to sell his membership in the CLUB, he/she shall give notice of such intention to the MEMBERSHIP COMMITTEE.
- B. Sale of membership to a new member shall be an agreement between the seller and the buyer upon approval of the BOARD. No such sale shall be binding on the CLUB without such approval. For prospective members, they will be provided with contact information of the member whose membership has been up for sale for the longest time. If a deal can not be reached, the prospective member will be provided with additional contact information of members in descending order of length of time for sale, if applicable, until a deal is completed or the process is abandoned.
- C. A selling member shall pay to the CLUB all dues, fines, flying charges and other moneys due the CLUB on or before the effective date of the sale to a new member. Such dates to be mutually agreeable between the buyer and seller for the month in which the transaction occurs.

ARTICLE V — FEES & PENALTIES

Section 1.

The amount of all fees, dues, penalties and other charges shall be approved by a simple majority vote of the total membership and duly recorded as "GENERAL RULES" in the minutes and "RULES" of these BYLAWS.

Section 2.

Monthly assessments will be levied on each member to cover the fixed costs of CLUB operation and aircraft ownership. Such monthly assessments are called DUES. DUES shall cover insurance, loan payments, aircraft inspections, licensing fees, tie down and hangar fees and other such fixed costs as may be recommended by the EXECUTIVE BOARD.

Section 3.

- A. Aircraft flying charges/rates shall be determined by the incremental costs of operating the aircraft and shall be reviewed annually or as necessary. These shall be expressed in dollars per hour (tachometer time), and shall include all identifiable costs for fuel (the average per-gallon price based on the market), aircraft and equipment maintenance, including allowances for engine overhauls and additional inspections required due to flying the aircraft. Flying charges shall not include identifiable fixed costs not related to flying hours. Each member shall be assessed his flying charge each month.
- B. Time accumulated by CLUB aircraft as a result of CLUB business shall be known as "CLUB TIME". CLUB TIME will be determined each month. Charges for CLUB TIME must be authorized by the Vice President or his delegate.

Section 4.

- A. A member will be fined \$25.00 for each unexcused absence from the general NOVEMBER meeting. Permission to be excused must be obtained prior to the meeting from the President or, in their absence, the Vice President of such meeting, who shall also be responsible for levying such fines. Amount of fine is defined in the G.R.3.
- B. The member Pilot In Command shall be liable for full aircraft insurance deductible and all other cost incurred by the CLUB in case of accident or full loss in the event of invalidation of insurance

- coverage. The pilot may appeal to the EXECUTIVE BOARD for review of his/her financial responsibilities for any loss.
- C. An infringement fine may be levied by the EXECUTIVE BOARD on a member who infringes on another member's reserved time as defined in the "AIRCRAFT RULES". Such fine is equal to twice the infringed time rate, payable to the CLUB. Infringements include, but are not limited to, omission of all hangar checklist items that would prevent the member from flying during their reservation – e.g. failure to connect engine heater after use.
 - D. Current monthly dues, assessments and previous month's flying time are due on or before the 15th of each month. Members who have failed to pay their indebtedness within fifteen days of the date on which such indebtedness became due may be declared to be in arrears by the Financial Secretary. Members who have been declared in arrears shall not be eligible to vote. Members who have been in arrears for 2 consecutive monthly billing cycles or more shall not be eligible to fly the CLUB airplanes until their fees are paid in full.
 - E. Any member whose dues, assessments, and previous month's flying time have not been paid for three consecutive months from the date on which they were due may be required to forfeit their membership by a majority vote of the EXECUTIVE BOARD. Such member forfeiting his/her membership may receive the proceeds resulting from the sale of their membership, less any moneys due the CLUB, only after a sale of their membership has been consummated by the EXECUTIVE BOARD. For accounts that are in arrears 2 consecutive monthly cycles, a \$25.00 fine will be levied. For accounts that are in arrears 3 consecutive monthly cycles, a \$50.00 fine will be levied per monthly cycle until the account is brought to a zero balance. Arrear fines may be waived by a majority vote of the Executive Board. These fines may be appealed to the general membership.
 - F. A member may appeal to the general membership any fine levied by the EXECUTIVE BOARD. The EXECUTIVE BOARD shall be bound by a simple majority decision of general membership present.
 - G. If any member owes total indebtedness to the CLUB in excess of \$1000 or has not made a payment to the CLUB in 6 months, and has not made and implemented a payment arrangement satisfactory to the Board, that person's membership may be cancelled by a vote of the Board, with no payment to the member. That membership will then be available to be allocated to a new member by the Board at a price agreed upon with the new member, and all the proceeds will go to the CLUB. This provision is not intended to be used so as to reduce the opportunity to sell of members who are current in their payments and have their memberships up for sale.

ARTICLE VI — USE OF AIRCRAFT

Section 1.

CLUB aircraft shall be operated only in accordance with the Federal Aviation Regulations, applicable insurance requirements, these BYLAWS and the "GENERAL and AIRCRAFT RULES of the CLUB".

Section 2.

CLUB aircraft shall be operated only for recreational purposes. CLUB aircraft may not be operated for any professional, business, or commercial purpose. The only exception to this rule is flight instruction of club members by club-approved instructors.

Section 3.

CLUB aircraft shall be piloted only by CLUB members, their certified flight instructors or others approved by the EXECUTIVE BOARD.

Section 4.

All new members shall be checked out and signed off in each aircraft, by a CLUB certified flight instructor per CLUB “New Member Orientation Information Document” before flying any aircraft unaccompanied by an appropriate instructor. The certified flight instructor shall be either a CLUB member or a nonmember CFI approved by the EXECUTIVE BOARD. In the event of new aircraft purchases, all members of the CLUB shall be similarly checked out and signed off for the new aircraft. The BOARD shall be notified, by the CFI, of any checkout, endorsements and/or aircraft ratings obtained by members.

Section 5.

CLUB student pilots (pre-private) shall fly CLUB aircraft only as sole occupant or in the company of an appropriate certified flight instructor. Students are not allowed overnight privileges unless previous approval for such a flight is granted by the BOARD.

Section 6.

CLUB aircraft shall not be flown to a foreign country without prior approval of the EXECUTIVE BOARD. In the event such is granted, the member will be liable for any insurance policy rider to cover that flight and any special licenses necessary.

ARTICLE VII — SHARE VALUE DETERMINATION

Section 1.

The VALUE of a membership share shall be determined by the EXECUTIVE BOARD. This share VALUE will be determined by evaluating all the assets and liabilities of the CLUB at the current market value and dividing the net worth obtained by the current number of memberships.

Section 2.

If the CLUB should be dissolved, all CLUB assets shall be liquidated and all debts paid. Following the payment of indebtedness, each member shall receive their proportionate share of remaining CLUB assets.

ARTICLE VIII — CHANGES IN FINANCIAL STRUCTURE BUYING OR SELLING AIRCRAFT, OR AIRCRAFT LOCATION

Section 1.

Any purchase or sale of any major asset or aircraft shall be approved by a simple majority of the total membership.

Section 2.

Except as stipulated in Section 4 of this Article, any relocation of an aircraft to another airport, involving the lease or purchase of tie-down or hangar facilities at the new location and the release or sale of such facilities at the old location, shall be approved by a simple majority of the total membership.

Section 3.

Any proposal to buy or sell any major asset or aircraft, or to relocate any aircraft, shall be communicated in writing to the general membership through EMAIL prior to the meeting at which the vote is taken.

Section 4.

The EXECUTIVE BOARD may take any action it deems necessary to relocate an aircraft upon receipt of notification of immediate airport closure or eviction. Notice of such emergency relocation shall be communicated in writing to the general membership through EMAIL. At the next scheduled membership meeting, the EXECUTIVE BOARD's decision must be approved by a simple majority. Otherwise, a new location may be proposed and approved in accordance with Section 2 of this Article.

ARTICLE IX — EXECUTIVE BOARD

Section 1.

The EXECUTIVE BOARD shall be made up of the elected officers of the CLUB. All shall have voting rights.

Section 2.

Vacancies occurring among the members of the EXECUTIVE BOARD shall be filled by approval of the majority of the remaining EXECUTIVE BOARD. Such appointed officers of the EXECUTIVE BOARD shall serve only until the next annual election.

Section 3.

The duties of the EXECUTIVE BOARD shall be to consider, promote and transact the business of the CLUB and to carry out those duties specifically herein.

Section 4.

The EXECUTIVE BOARD shall take disciplinary action against any member who misuses CLUB property, endangers life, or the general welfare of the CLUB. Such disciplinary action may include grounding, forfeiting CLUB membership, or other appropriate actions. Upon review of all the information regarding the Members actions, any proposed disciplinary action must pass a majority vote of the Board. Appeal process to the board decision can be found under Article XVII, section 1.

ARTICLE X — OFFICERS & THEIR DUTIES

Section 1.

The officers of this CLUB, shall be: PRESIDENT, VICE PRESIDENT, RECORDING SECRETARY, FINANCIAL SECRETARY, TREASURER, EDUCATIONAL SECRETARY, MEMBER AT LARGE.

Section 2.

The officers shall be elected by ballot at the November meeting each year to serve for one term. A member may not be elected to the same office for more than (3) consecutive terms unless a vacancy would result at which time the membership can vote to retain current position(s).

Section 3.

The PRESIDENT shall preside at all meetings at which he is present. He/she shall exercise general supervision over the affairs and activities of the CLUB and shall serve as member Ex-officio on the EXECUTIVE BOARD for one year after his/her term.

Section 4.

- A. The VICE PRESIDENT shall be responsible to oversee aircraft maintenance, and shall assume the duties of the PRESIDENT in his/her absence. The V.P. of Maintenance can authorize use of CLUB TIME for transportation of airplanes to and from locations for work to be performed if the facility performing the work is a location other than the home base (KVLL). This is referred to as "CLUB BUSINESS".
- B. He/she shall annually appoint PLANE CAPTAINS subject to the approval of the EXECUTIVE BOARD.

Section 5.

The RECORDING SECRETARY shall keep the minutes of the CLUB meetings which shall be an accurate and official record of all CLUB business and saved to Flight Circle as record. He shall also be the custodian of CLUB records. He shall keep an official and current copy of these bylaws, which will include any and all changes made.

Section 6.

The FINANCIAL SECRETARY shall receive and deposit all funds, maintain the membership financial records and prepare and distribute the monthly billing to the membership.

Section 7.

The TREASURER shall keep all funds in a bank or depository selected or approved by the CLUB, and pay out funds only on an order, signed by the TREASURER and co-signed by the PRESIDENT or VICE PRESIDENT. The TREASURER is required to file IRS Form 990 by May 15th. of each year.

Section 8.

The EDUCATIONAL SECRETARY shall inform the membership about local flying, educational activities (FAA clinic, special classes, etc.) pertinent regulations and changes, and any other information which might be of benefit to the members.

Section 9.

The MEMBER AT LARGE shall act as chairman of the Membership Committee, parliamentarian, and shall assume the duties or office of any absent EXECUTIVE BOARD member as assigned by the PRESIDENT, or in his/her absence, by the VICE PRESIDENT, and perform such other duties as may be assigned.

Section 10.

The PLANE CAPTAINS will act as maintenance agents for the VICE PRESIDENT.

Section 11.

Each OFFICER will conduct correspondence and maintain records pertinent to his/her office.

ARTICLE XI — COMMITTEES

Section 1.

STANDING COMMITTEES—The MEMBERSHIP COMMITTEE is the MEMBER AT LARGE. All perspective candidates seeking membership to the CLUB are brought to the EXECUTIVE BOARD for approval or

denial based on applicant interview and majority vote by the BOARD. The MEMBER AT LARGE shall keep a list of memberships for sale and candidates for membership. He/She shall interview candidates, make recommendations, or approvals as delegated by the EXECUTIVE BOARD in accordance with the best interests of the CLUB. He/She shall be responsible for the indoctrination of new members into CLUB affairs.

Section 2.

AD HOC COMMITTEES shall be appointed by the PRESIDENT and approved by the EXECUTIVE BOARD.

ARTICLE XII — QUORUM

Forty percent (40%) of the membership shall constitute a quorum for the transaction of CLUB business.

ARTICLE XIII — ORDER OF BUSINESS

The order of business at all meetings of the CLUB shall be as follows:

1. Call to order
2. Reports of officers and committee chairmen
3. Unfinished business
4. New business
5. Adjournment

ARTICLE XIV — PARLIAMENTARY AUTHORITY

"Robert's Rules of Order", revised, shall be the parliamentary authority of this CLUB, subject to the laws of the STATE OF MICHIGAN, and "ARTICLES OF INCORPORATION" and these "BYLAWS".

ARTICLE XV — AMENDMENT

Section 1.

Any amendment to the BYLAWS may be proposed at any regular or special meeting but must be adopted by a 2/3 vote of the total eligible equity Membership.

Section 2.

GENERAL RULES, other than for aircraft use, may be proposed at any regular or special meeting and adopted by a simple majority of the total eligible equity Membership.

Section 3.

AIRCRAFT RULES may be proposed and adopted in any regular or special meeting with a quorum by a simple majority of the equity Membership voting.

ARTICLE XVI — MEETINGS

Section 1.

The CLUB GENERAL MEMBERSHIP shall meet the SECOND THURSDAY OF EACH ODD MONTH unless otherwise notified by the PRESIDENT.

Section 2.

The EXECUTIVE BOARD shall meet the SECOND THURSDAY OF EACH EVEN MONTH unless otherwise notified by the PRESIDENT.

Section 3.

The regular November meeting shall be the ANNUAL MEETING for hearing reports from all officers and committees and for electing CLUB officers. This is a mandatory meeting. If a Member cannot attend, it is his/her responsibility to notify the BOARD and/or designate a proxy for voting purposes. Failure to send a proxy and notify a BOARD member will result in a \$25.00 fine.

Section 4.

SPECIAL MEETINGS may be called by the EXECUTIVE BOARD at such times as are thought advisable, by proper notification of the members. Such special meetings may transact only such business as specified in the notice. Electronic means may be used to conduct SPECIAL MEETINGS by the following limitations:

1. One-week minimum notice to allow for membership discussion.
2. Electronic discussion forum will be provided by proposal title on CLUB Internet site forum.
3. Voting is to take place on a specific day or date range (up to one week) following discussion period.
4. Minimum voting options will be to: Accept, Reject or Table proposal.
5. Tally of all votes determines quorum.
6. Individual voting results will be made available to the membership as soon as practical.

ARTICLE XVII — OTHER ACTIONS

Section 1.

APPEALS Any action of an officer or the EXECUTIVE BOARD may be rescinded by a 2/3 vote of the total membership.

Section 2.

All VOTING at a general membership meeting shall be on a one (1) vote per member basis.

Section 3.

By written PROXY a member may direct, either specifically or generally, any other member to cast his/hervote.

ARTICLE XVIII — CLUB AND PILOT RESPONSIBILITY FOR REPAIRS, REQUIRED AS A RESULT OF PILOT OPERATIONS.

Section 1.

This Article defines the scope of CLUB and Pilot liability for repairs resulting from incidents occurring during flight and ground operations of CLUB aircraft. For the purpose of this Article, Pilot means the Pilot In Command of the aircraft (or member student pilot when the instructor is a non-member) at the time of the incident.

Section 2.

- A. This section applies to repairs required as a result of accidents.

- B. If an accident is determined to be covered under the terms of the CLUB's insurance policy, then in force, the Pilot's liability shall be limited to the insurance deductible, and any amount in excess of the CLUB's insurance coverage.
- C. If it is determined that the CLUB's insurance coverage is invalidated as a result of Pilot action, the Pilot shall be responsible for the full repair cost.
- D. If it is determined that the CLUB's insurance coverage is invalidated as a result of actions other than the Pilot's, the CLUB shall be responsible for the full repair cost.
- E. Determination of accident cause shall be made by the FAA, NTSB, and/or local authorities as applicable to each individual incident.

Section 3.

- A. This section applies to repairs required as a result of engine or other component failure not covered under the CLUB's insurance.
- B. If it is determined that engine or other component failure was caused as a result of Pilot negligence, abuse or misuse, the Pilot shall be responsible for the full repair cost and making sure the aircraft is returned to the home base (KVLL).
- C. If it is determined that engine or other component failure was caused as a result of *other than* Pilot negligence, abuse or misuse, the CLUB shall be responsible for the full repair cost. If the repair is made at a location other than the home base (KVLL), the V.P. of Maintenance is to communicate and coordinate the actions to be taken.
- D. If an A&P mechanic must be transported to the aircraft location in the case of an incident defined under 3(c), the CLUB shall be responsible for the full cost of transporting the mechanic to inspect and/or repair the aircraft.
- E. Determination of the cause of engine or component failure shall be made by an A&P mechanic obtained by the CLUB. The Pilot may obtain a second opinion from another A&P mechanic of his/her own choice, and at his/her own expense. Final determination of cause rests with the EXECUTIVE BOARD. The Pilot may appeal the EXECUTIVE BOARD's decision in the manner prescribed by these bylaws.

Section 4.

- A. The Pilot shall receive no reimbursement from the CLUB for any personal expenses incurred as a result of the incident.
- B. In no case will the CLUB be responsible for any costs arising from loss of use of the aircraft including, but not limited to, lodging, alternative transportation, meals, lost wages, etc.

Section 5.

- A. Once the aircraft has been returned to airworthy status, the Pilot is responsible for ensuring that it is returned to home base at his/her expense when the airplane is outside the local home base (KVLL) area of 125 miles and in the U. S.
- B. In the event that the disabled airplane was not the fault of the PIC and is at a local airport (within 125 miles) and must remain there, CLUB TIME can be assessed for the retrieval of the airplane at a reasonable rate as agreed to by the V.P. of Maintenance. The President can authorize appropriate CLUB TIME in the absence of the V.P. of Maintenance.

ARTICLE XIX — DEATH OF A MEMBER

In the event of the death of a member, the EXECUTIVE BOARD shall have the authority to purchase the deceased member's Membership on behalf of the CLUB within ninety (90) days. The purchase price shall be no more than the average of the last three Memberships sold. Purchase price shall be adjusted for any amounts owed to or from the CLUB.

Warren Flying Club General Rules

G.R.1 Defines Article IV, Section 1 C. The CLUB initiation fee is \$100.00.

G.R.2 Deleted 11/8/2022

G.R.3 Defines Article V, Section 4 B. Fines for unexcused absence from a regular general meeting will be \$25.00 per occurrence.

G.R.4 CLUB members using CLUB aircraft shall dispatch in Flight Circle and record the date, duration of use, oil level, Fuel level, hours remaining to oil change and gallons of fuel added.

G.R.5 CLUB members may be required to submit log books to the EXECUTIVE BOARD for review.

G.R.6 Any member may sell his/her membership at any time to any approved candidate.

G.R.7 The creation and maintenance of the CLUB "New Member Orientation Information" document, Article VI, Section 3, as the responsibility of the EXECUTIVE BOARD.

G.R.8 Members are to adhere and follow the Hangar Checklists located in each hangar.

Warren Flying Club Aircraft Rules

A.R.1 SMOKING IS FORBIDDEN IN CLUB AIRCRAFT.

A.R.2 CLUB aircraft shall have a regular annual inspection done by a certified A&P Mechanic. CLUB aircraft shall have oil changes at intervals of 50 hours at which the oil change will be scheduled by Vice President.

A.R.3 OIL CHANGES - No CLUB Aircraft may be flown past a required oil change without prior approval by the Vice President or the appropriate Plane Captain.

A.R.4 Individuals may not make expenditures on behalf of the CLUB while away from home base, exceeding \$100.00 for emergency aircraft repair without prior approval from the Vice President or President.

A.R.5 Members are required to report malfunctions or aircraft damage as follows:

I. NOT SUFFICIENT FOR GROUNDING:

- A. Record squawk (with reporting member's name included) in Flight Circle.
- B. Record Aircraft Squawk in Flight Circle with adequate description and picture if possible.
- C. Notify the Vice President and the Plane Captain.

II. SUFFICIENT FOR GROUNDING:

- A. Prominently display a notice of the grounding of the aircraft by placing GROUNDED placard on the windscreen of the aircraft.
- B. Record squawk in Flight Circle, "GROUNDED", with reason.
- C. Record details of the Squawk in Flight Circle, "GROUNDED", with reason and description of issue with pictures if possible.
- D. Immediately VP of Maintenance of "GROUNDING". Obtain names of other members in Flight Circle having reserved times within the next 48 hours and notify those members.

A.R.6 Grounded aircraft can be ungrounded and returned to service only by the President or Vice President.

A.R.7 A member may not reserve for use any CLUB aircraft beyond three hundred (300) nautical miles from home base of operations unless he/she has logged at least six (6) hours within the last six (6) month period.

A.R.8 CLUB aircraft will not be operated at night in or out of airports not having appropriate lighting facilities in operation. CLUB aircraft shall only be operated in or out of charted airports or other airfields being currently used for type of aircraft being flown, with prior knowledge of field conditions and permission for use.

A.R.9 A student pilot shall not fly CLUB aircraft at night unless under the direct supervision of a certified flight instructor. Students are not allowed overnight privileges unless previous approval for such a flight is granted by the BOARD.

A.R.10 A member may not fly as pilot in command any CLUB high performance aircraft unless that member holds at least a Private Pilot License ASEL, meets the criteria of FAR part 61.31 for piloting aircraft with more than 200 horsepower, and conforms to the requirements of the CLUB's aircraft insurance policy. In addition to the normal medical certificate and flight review requirements stated elsewhere in these bylaws and a checkout from a CLUB instructor in that make and model aircraft, the CLUB insurance requires that if the pilot has less than 100 hours total logged time 10 hours must be in the same make and model, if more than 100 total hours 5 hours must be in the same make and model. These hours are clock time and may be dual hours with a CLUB instructor. The requirements of A.R. 11 also apply. CLUB high performance aircraft will not be used for instruction of students who do not yet have a Private Pilot License ASEL.

A.R.11 A member shall be qualified to fly as Pilot In Command (PIC) in CLUB High Performance Aircraft as long as a member logs one (1) hour of flight time with three takeoff and landings in CLUB High Performance Aircraft (or similar make and type) within the previous three (3) months or when the member has logged fifty hours of PIC time in CLUB High Performance Aircraft (or similar make and type). If the above is not met, the member must be checked out by a CFI before PIC flight is permitted. The above hour requirements are tach time.

A.R.12 Reservations for aircraft use shall be in increments of one hour, starting on the hour or half hour. Any Member that has scheduled a block of time, does not fly, and does not cancel their reservation in Flight Circle, will be subject to a fine of \$25.00 per occurrence. Any member that fails to check the plane out and check it back in after a flight, will be subject to a fine of \$25.00 per occurrence.

A.R.13 Cancellation of Scheduled Time—Unused schedules greater than one hour must be canceled as soon as possible by the scheduling member. Any Member that has scheduled a block of time, does

not fly, and does not cancel their reservation in Flight Circle, will be subject to a fine of \$25.00 per occurrence.

A.R.14 A member delayed beyond their reserved time, due to weather or equipment malfunction, shall notify scheduling and an EXECUTIVE BOARD Member and advise them of the situation. He shall arrange for notification of an infringed situation.

A.R.15 Do not top off tanks after each flight. Returning pilots should assure that tanks are between $\frac{1}{2}$ and $\frac{3}{4}$ full. No member is to offload from fuel tanks any amount of fuel at any time.

A.R.16 Any member using more than their entitlement is subject to a fine, and/or disciplinary action by the EXECUTIVE BOARD.

A.R.17 Each Equity member holding a PP rating or higher shall have entitlement to reserve aircraft overnight. Transferring of overnight entitlements is not allowed.

A.R.28 CONSECUTIVE DAY ENTITLEMENT

- **Multi-Day Entitlement –**

- A. Members are entitled for multi-day scheduling up to nine (9) consecutive days, that consists of weekends and weekdays, four (4) times in a year from January to December. Transferring of this entitlement between members is not allowed.
- B. Scheduling more than one overnight is considered as use of this multi-day entitlement.
- C. Members are to abide by usage of one (1) weekend in the Spring, one (1) weekend in the Fall, and two (2) weekends in the Summer. Any additional scheduling above the amounts (extended time beyond those listed) shown must be brought to the Board for approval.

- **Overnight scheduling –**

- A. Reserving a plane overnight at KVLL (home base) is not allowed.
- B. Reserving a plane at a location overnight other than KVLL is considered use of a multi-day entitlement.
- C. Transferring of this entitlement between members is not allowed.

- **Day scheduling –**

- A. Members can schedule the plane during days as necessary. However, members should be mindful of scheduling a plane for several hours with the intent to use only for a small portion of the scheduled time. Members should also keep in mind that all members have equal opportunity to fly the club planes and hence the day scheduling should be balanced among all members.
- B. The Board will review all day scheduling on a regular basis and take appropriate action if found any member abusing the day schedule. Any Member that has scheduled a block of time, does not fly, and does not cancel their reservation in Flight Circle, will be subject to a fine of \$25.00 per occurrence.

A.R.21

- A. Where no weeknight stays occur, days scheduled are not consecutive days.

- B. If an aircraft must remain away overnight, due to equipment malfunction (unplanned overnights) such unplanned consecutive days are not consecutive days.
- C. If an aircraft must remain away due to weather, such unplanned consecutive days are consecutive days.

A.R.22 Any member who has not logged at least one (1) hour flight time in the preceding six (6) months (see A.R. 11 for high performance aircraft requirement) must obtain dual flight instructor time from a CFI before that member can act as pilot in command in CLUB aircraft. Determinations will be based on aircraft log sheets unless a member presents the Board other documentation. ➔