

**SOUTHEASTERN MINNESOTA FLYING CLUB
(SEMFC)
Inc.**

FLYING REGULATIONS

AND

OPERATING RULES

Ratified by Club: 9Jun10

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FLYING REGULATIONS

The Flying Regulations of the SEMFC are provided to give each member detailed information and guidance on rules to be adhered to.

- A. All flying shall be done in strict compliance with existing Federal Aviation Regulations (FARs), Mn/DOT Office of Aeronautics, 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 Certified Flight Instructor's (CFI) certificate issued by the Federal Aviation Administration (FAA) as specified in Part 61 of the FARs.
 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 FARs.
 3. Chemical Usage: no member shall use any of the Club aircraft while under the influence of alcohol or illegal or non-FAA-approved 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 this rule will be expelled from the Club, fined an amount equal to her/his Equity value, and all indebtedness will be due immediately.
- C. All members, regardless of previous experience, will be required to check out in each type of Club aircraft as pilot-in-command. Each check flight must be made with a Club-approved CFI. It is expected that pilots will familiarize themselves with unique equipment in individual aircraft.
- D. Minimum requirements for flying Club aircraft are defined by the Board of Directors. These requirements are listed in Table A. The Board of Directors may at any time require proof of flight time, flight check, current medical, and Flight Review.

Table A. Minimum Requirements for Flying

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 C182 must satisfy a recurrent training requirement every twelve (12) months. This training is detailed in a Club-approved syllabus and must be done with a designated Club-approved CFI.				

- E. Aircraft owned by the Club shall be flown by:
 1. Members of the Club who meet the following requirements:
 - a. Hold a current medical certificate (unless a pre-solo student pilot);
 - b. Comply with Flight Review requirements;
 - c. Have received a check ride from, and written approval by, a Board-approved CFI in the same type 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 CFI 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.
- G. 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.

- H. Proper care of aircraft is to be exercised at all times, particularly when traveling away from KRST and when hangars are unavailable.
- I. Any temporary aircraft operating restrictions or limitations shall be described in writing and shall be kept with the aircraft hangar log and posted on ScheduleMaster. Such restrictions or limitations become the Temporary Flying Rules for that aircraft and must be observed.
- J. Each member shall submit any pertinent information required by the Board of Directors (ie, access card number).
- K. The following regulations must be followed:
 - 1. Check the aircraft maintenance log sheet and ScheduleMaster to become familiar with any known maintenance discrepancies.
 - 2. Perform complete, appropriate pre-flight planning (personal safety limits, aircraft, weather, destination, etc, as defined in the latest FARs) 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 or 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, fill each gas tank to the neck. 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 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.

OPERATING RULES

General

The Operating Rules of the SEMFC are provided to give each member detailed information and guidance on: Responsibilities, Pilot Proficiency, Scheduling, Maintenance, and Membership.

Responsibilities

As a member of SEMFC, 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 pilot-owner does her/his 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 you and others.

Pilot Proficiency

Each member shall fly as pilot-in-command in a Club airplane at least once every 90 days. If a member does not fly a Club plane within a 90-day period, s/he must schedule flight time in a Club airplane with a Club-approved CFI who will assess the member's flying proficiency.

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 creating a 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 of reason, including weather. 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 her/his 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 (ie, schedule Standby for the aircraft).
 - 4. No member shall intentionally keep Club aircraft beyond the time scheduled by her/him. If return of the aircraft is unavoidably delayed, notify the scheduling system and the Maintenance Officer.
 - 5. A pilot taking a Club aircraft away from the home field is responsible for returning it 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 fourteen (14) days must contact the Board of Directors to discuss 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. Flights 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 flights associated with maintenance of the aircraft, including fuel, are paid for by the Club.
- E. Repairs 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 a Maintenance Officer.
 - 2. Any expense statements shall be turned in promptly with the remittance for the period involved.

Membership: Fee, Equity, Monthly 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 \$25.00. This Fee is not part of the Equity and is not refundable.
- B. New members are required to remain members for at least 90 days, unless the Board of Directors approves otherwise.
- C. Equity and Monthly Dues are shown in Table B (these data may be superseded by publication of figures in the Club Newsletter).

Table B. Equity and Dues

Type of Member	Equity	Monthly Dues	Remarks
Active	\$762.50	\$65.00	Because of changes in the Minnesota tax laws, the aircraft purchased after about 1989 have tax added to the hourly rate (53Q and 57G are not subject to tax)
Inactive	See Active, Family, or Student	\$0.00	Only for unusual situations, ie, call up for active military duty
Family	None	\$32.50	Can schedule only one plane at a time
Student*	\$762.50	\$65.00	Can schedule only the Cessna 172*
Suspended	\$762.50	\$65.00	Not eligible to schedule aircraft
* 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.			

- D. Aircraft rates are posted on ScheduleMaster (rates may be superseded by publication of figures in the Club Newsletter).
- E. Late fees shall be assessed 60 days after an invoice is due but unpaid at an annual rate of eighteen percent (18%) for the unpaid debt. The Treasurer has the discretion to waive late fees.
- F. The Board of Directors and some other members are remunerated or otherwise compensated for services to the Club as shown in Table C.

Table C. Remuneration for Board of Directors and Others

Position	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

* The remuneration 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.