

Fox Flying Club, Inc.

Policy Manual, Rules and Regulations

These Rules and Regulations are adopted and enforced by a majority vote of the Fox Flying Club Board of Directors and shall operate within and subject to the By Laws of the Club.

I. The mission of the Fox Flying Club is to promote SAFETY, EDUCATION, FELLOWSHIP and the enjoyment of FLYING.

- A. Within the mission of Fox Flying Club, the Rules and Regulations have been written in a good faith effort to comply with generally accepted flying practices including those required by the insurance carrier.
- B. Upon joining Fox Flying Club each member is responsible for following the Rules and Regulations and **each member understands that they assume any risk and liabilities that may result when not following the Rules and Regulations**. Accordingly, flying privileges are contingent upon member signing a WAIVER AND RELEASE FROM LIABILITY AND ASSUMPTION OF RISK (see, Schedule C).

II. Membership

- A. Recognizing that not all Club Members are actively flying, Active Members with a current check-ride card are limited to a maximum of sixty while the total number of Active Members is limited to seventy two.
- B. The Club is a volunteer based, not-for-profit organization, and to further the Club's mission, each member is expected to participate in and contribute to Club activities
 - 1. Member participation in the Club, beyond the exercise of flying privileges, is essential. A minimum monthly participation by members through attendance at either the Board or the Membership meeting is expected. The date, time, and location of meetings are given in Schedule B. While attendance may not always be possible, a credit shall be applied against current monthly dues for compliance with this participation requirement. (see, Schedule B)
 - 2. Members are also expected to contribute their time and talents in maintaining and cleaning club aircraft and facilities or in other ways.

C. Member Classes and Types:

1. Active Member. Generally individuals having a FAA pilot certificate including individuals having a student pilot certificate.
 - a. Pays the full membership fee and full monthly dues and has full membership privileges.
 - b. Active Members serving on the Board as Treasurer or Maintenance Officer pay no dues and have full membership privileges.
2. Associate Member. Generally, a member that has a special relationship to the Club and may pay reduced membership fee and/or reduced dues and has reduced privileges. The total number of Associate Members shall be limited to thirty-five percent (35%) of the total number of Active and Associate members.
 - a. Family Type - a spouse, son, daughter, parent, and/or relative having the same home as an Active Member - pays the membership fee and reduced dues- has reduced membership privileges.
 - b. CFI Type (where CFI means a Flight Instructor certificated under Title 14 of the Code of Federal Regulations (14CFR, hereafter referred to as the FARs (Federal Aviation Regulations))
 - i. CFI-Only - no membership fee, pays reduced dues. May not fly aircraft for personal use or for any other purpose other than instructing members and providing member semi-annual check ride. May be elected to the Board.
 - ii. CFI-Limited no membership fee, pays monthly dues reduced by fifty percent, must attend three Club meetings and/or Club sanctioned activities per year, personal use of aircraft limited to five hours per month, must perform at least five Club Check Rides per year, and does not qualify for other incentive credits.
 - c. Service Type – Non-active member that serves on the Board and pay reduced dues.
 - d. Mechanic Type - generally an aircraft mechanic certificated under the FARs, pays no membership fee and reduced dues – has full membership privileges. May use airplane for personal use.
3. Inactive member - a former Active Member on leave of absence who does not have flying privileges - pays reduced dues (has, at one time, paid the membership fee).

- a. Members desiring to become Inactive must petition the Board to do so as provided in § II. H. of the Bylaws. Notification of such petition may be sent to the Membership Officer or Treasurer. Notification can be electronically (see, Bylaws § IX.).
 - b. Inactive members desiring to return to Active member status must request readmission through a written request to the Membership Officer and pay any changes in the "one time" membership fee. Readmission as an Active member is by Board approval. Generally, returning from being temporarily an Inactive member during winter months will not be approved. In the situation of a waiting list for admission as an Active member, a returning Inactive member has priority over new members.
 - c. Member Emeritus – Special recognition given to inactive members who have provided long and faithful service to the Club - pay no dues
- D. Members are required to provide at all times current and up to date citizenship information, driver's license, pilot certificate, medical certificate and biennial flight review to the Membership Officer plus documents or information that may be requested by insurance carrier, the FAA, or other governmental agency.
- E. Prior to acceptance into the Club any applicant for membership must be interviewed by three Board members and may be required to complete a test demonstrating familiarity with Club Bylaws and Rules.
- F. Minors, persons 17 years old and younger, may join the Club provided that, prior to acceptance into membership, the minor must be interviewed as noted in paragraph E along with a responsible parent or legal guardian.
- G. Club membership is non-transferable.

III. Costs - The Club is a not for profit organization with fees and dues that are established by the Board.

- A. Each member is expected to pay all amounts due by the 25th of the current month. Members in arrears are subject to fines, suspension of flying privileges, deposit requirements and/or loss of membership. Member's flight privileges shall be suspended for nonpayment within 30 days of date due.
 - 1. The Club's fixed costs include insurance, loan payments, hangar and tie down fees, scheduling and registration fees. These costs are primarily paid for by monthly dues.
 - 2. Aircraft operations, maintenance, fuel, oil and reserves for overhauls are paid through hourly aircraft rates based on tach time.

3. The initial membership fee (non-refundable) is used for upgrades or other needs as determined by the Board. In addition, special membership assessments for upgrades or other needs may be levied as determined by the Board.
 4. Current Club membership fee, dues, and wet hourly rates are given in Schedule A.
 5. Fuel on cross-country flights must be purchased by the pilot.
 - a. Reimbursement is credited to the member's account by the presentation of the original receipt for the fuel purchased labeled with the aircraft "N" number, marked "paid in full" and signed by the member.
 - b. All receipts must be submitted within 120 days in order to obtain credit.
 6. The Club does not reimburse for landing fees, tie-downs, hangar fees, deicing, preheat or jump starts.
 7. Pilots are expected to refuel aircraft at the DPA self-serve pump upon return from their flights.
 - a. To discourage fueling from the fuel truck at DPA, the Club will reimburse pilots \$0.50/gallon less than the fuel truck cost.
 - b. The only exception will be malfunction of the self-serve pump. Members must record in the log malfunction of the self-serve pump.
 8. At the Board's discretion, an optional fuel surcharge may be added each month whenever the cost of fuel exceeds the base fuel price used to calculate the hourly rate. Such a charge will be calculated based on 9 GPH and the difference between the base fuel price and the most recent DPA fuel price billed to the Club.
 9. Active members in good standing who refer a new Active member will be awarded one hour flying credit towards any aircraft to be applied to their statement, after the new member has paid all initial fees.
- B. Fines may be levied for the violation of the Rules and Regulations of the Fox Flying Club as provided for in Schedule B.
- C. Fines are for each occurrence and are cumulative. Should any member feel that the fine is unjust, they may appeal in writing to the Board of Directors, according to ARTICLE XII of the club's by-laws.
- D. The Club will provide credits against current monthly dues to Active dues-paying members who participate in activities and work that directly or indirectly

benefits the Club. Examples of Club specific activities include plane washes and post-annual cleanings. Example of other non-Club specific activities is participation in the FAA Wings programs. Credits will be administered by the person in charge of each activity. Normally this will be the Treasurer [meeting attendance], Vice President [aircraft cleaning] or Maintenance Officer or crew chief. Specific list of identified credits is given in Schedule B.

- E. Because the Club is a Not-for-Profit entity all monies paid into the Club are considered non-tax-deductible contributions. In order to preserve the Club's Not-for-Profit status, the treatment of any monies paid into the Club for any reason as an equity interest is strictly prohibited.

IV. Scheduling - with our aircraft being shared by many individuals, members must be considerate of each other in scheduling and using aircraft.

A. Schedule Master is used for all aircraft reservations

1. Each member is given a User Number and Personal Identification Number (PIN) which is used for access.
2. Toll-free telephone access is 800-414-6114.
3. Internet access is (<http://www.schedulemaster.com/smlogin.htm>)

B. Scheduling rules

1. Members must currently have flying privileges and be in good standing to reserve an aircraft for a specific time period. Further, members may schedule up to three separate reservations at any one time.
2. Members with at least a private pilot rating may schedule a plane for up to twelve days on a single schedule (only one full weekend is to be included).
3. Any member more than thirty minutes late for their scheduled time forfeits the remainder of their reservation period to any member desiring it.
4. Adjust and/or Cancel schedules or portions of schedules you will not fly as soon as possible.
 - a. Members will be subject to a penalty of one hour's time if they:
 - i. Fail to fly during their schedule, or
 - ii. Cancel more than 30 minutes after the start of their schedule.
 - a. If the cancellation is due to weather, cancel/reschedule for a later time. Note in the log if you're at the airport or inform the Treasurer promptly.

- b. If the cancellation is due to mechanical problems, note in the log, prepare a squawk and/or contact maintenance personnel, cancel the schedule and notify affected subsequent scheduled users.
 - b. If your schedule is overridden by a maintenance schedule you still must cancel your schedule to avoid the possibility of a fine if the maintenance is completed early.
 - c. As a courtesy to other members, cancel the remaining portion of schedules from the scheduling system upon return to DPA.
- 5. Members flying local flights are expected to fly a reasonable part of their scheduled time.
 - a. Daily minimum flight time requirements of 1 hour for each weekday and 2 hours for Saturday or Sunday exist to improve utilization and sharing of our planes
 - b. Daily minimum times are applicable to members with reservations:
 - i. Of six or more hours in a 24 hour period.
 - ii. For each 24 hour period from the start of a multi-day schedule.
- 6. Members are expected to return aircraft on time.
 - a. Any member not returning an aircraft on time (except for mechanical or weather related reasons) may be subject to disciplinary action and/or fines.
 - b. If a member becomes grounded away from DuPage Airport for any reason, including weather, they must advise the President or other Club Officer and members whose schedules will be affected.
 - i. Generally, it is the member's responsibility to return the aircraft to home base.
 - ii. The daily minimums will not apply until the aircraft is repaired, or the weather between the airport of departure and home base is flyable, with respect to the limitations of the aircraft and of the member involved.
 - iii. The aircraft must be returned on the first flyable day by the member or at their expense.

V. Flight Limitations

- A. Members of the Club shall observe all existing Federal Aviation Regulations, State, Local Airport, and Club Rules and Regulations.
- B. Only Active, CFI-Only Associates, and Board approved CFIs may be Pilot In Command of club aircraft. **Neither non-members nor Inactive Members may occupy the left front seat except under extraordinary circumstances and upon Board approval.**
- C. Club aircraft shall not be operated in a careless or reckless manner or without preflight inspection, thorough flight planning, or with disregard for weather conditions considered to be safe for the level of experience of the member. Boarding and deplaning passengers from club aircraft while the engine is running is prohibited, with the exception of a club approved CFI soloing a student.
- D. No member should execute unusual maneuvers that may cause structural damage to the aircraft, other than those maneuvers required in flight tests for any airman certificate.
- E. The aircraft shall be operated only from those landing areas that are recognized as public or private airports. Operations from other landing areas will be permitted only upon prior approval of the President or Chairman.
- F. With the exception of club instructors or Board approved CFIs providing instruction to members or pinch-hitter instruction (VI. H.), no member may operate club aircraft for compensation or hire or as a Commercial Operator as defined by FAR 1.1
- G. Flight outside of the Continental US is prohibited except as follows: flights to Canada and the Bahamas are permitted only by prior approval of the Board of Directors. The cost of required additional insurance coverage, FCC Aircraft Radio Station Licenses, Restricted Radiotelephone Operators Permit, Customs stickers, or any other fees must be paid by the member and that member will not be reimbursed by the club.
- H. The Club carries non-commercial liability insurance. See Schedule A for coverage and important limitations. Each member is encouraged to review any current insurance policy information available from the insurance carrier, which can typically be found on carrier website. Optionally, a link maybe provided on the Club website.

VI. Instruction and Proficiency

- A. Members may only receive flight instruction [including BFRs, IPCs and club checkrides] in Club aircraft from instructors who are members. The following exceptions apply:
 - 1. FAA sanctioned Wings Weekend

2. By a vote of the Board, a member may be granted permission to receive instruction by non-member instructors who are employed by an established flight training organization [e.g., accelerated IFR course].
- B. Members must be checked out in EACH of the Club's aircraft they intend to fly by a Club instructor. All spring and fall checkouts will be conducted by member instructors only.
- C. Once a member is checked out and proficient in the operation of a particular aircraft, they may have copies of keys made for that aircraft. The keys are considered Club property and are to be surrendered upon suspension or resignation from the Club.
- D. In order to maintain pilot proficiency, the Fox Flying Club requires semi-annual check rides for each pilot and student pilot with a Club-approved flight instructor.
1. At the completion of the flight, a Check Ride Card, which is signed and dated by the instructor, must be submitted to the Treasurer during the periods of February 1 to April 30 and August 1 to October 31.
 2. Flight without a current Check Ride card will result in a fine for each incident for the member.
- E. Members who are student pilots are limited to flying:
1. With a Board approved instructor, or
 2. On an instructor-approved solo, or
 3. With an FAA examiner, or
 4. With a properly licensed member of the Club (who is occupying the left front seat)
- F. Student members shall not make overnight solo flights under any circumstances unless a return to DPA has been delayed by weather.
- G. Any members desiring to be Pilot In Command of or as a CFI in the Piper Arrow must meet any time, training and currency requirements as specified in Schedule A and be signed off after a check ride with a Club instructor. **Violation of the requirements may be cause for termination from the Club.**
- H. A spouse, son or daughter of a regular member can take up to 10 hours of flight instruction (in the right seat) with an Active Member CFI for the purpose of completing a Club sponsored pinch-hitter course.

VII. Flight Operations

- A. Parking is allowed in the unheated hangars only. Vehicles are not allowed in the heated hangar or in the tie down areas.

B. Starting precautions:

1. Except for the Piper Arrow, Club aircraft VDC systems are not compatible with standard automotive electrical systems and **MUST NOT** be jump started with a car battery. The Club Piper Arrow aircraft has a 12 VDC systems, and is equipped with an external ground power plug for use in conjunction with a car battery for engine starting. Consult the appropriate aircraft manual before attempting to start the engine by jumping -- aircraft can incur damage to the electrical system if the starting procedure is not strictly followed.
2. **Hand propping an aircraft in an attempt to start the engine is prohibited. Any member engaging in this activity is subject to termination from the Club.**

C. Each aircraft contains a logbook for recording flight tach time and time of day.

1. The pilot is responsible for the accurate logging of their flight for accounting purposes (tach time).
2. Fuel and oil added, along with any other information that might be of interest to subsequent pilots should be noted.
3. Completed log sheets must be removed from the aircraft by any member who intends to return from a cross-country flight on or after the 25th of the month. Failure to leave the log sheets in the line box or the hangar so the Treasurer can pick them up will result in a fine.

D. All aircraft maintenance is done by approved mechanics or qualified pilots under FAA regulations.

1. Any item requiring repairs is to be written up in the aircraft flight log in the aircraft and called in to the Crew Chief or Maintenance Officer. If possible, it should also be communicated via the internet Maintenance Squawk System.
2. If it is of a serious or safety related issue an immediate call should be made to the Crew Chief, Maintenance Officer or member of the Board of Directors. Also notify subsequent pilots.
3. Club members are not authorized to take an aircraft out of service without approval from a Club Officer unless directly related to its safety or airworthiness.

E. Shutdown and tiedown:

1. After every flight the aircraft is to be fueled to either the top (winter - during standard time period) or tabs (summer - during daylight savings time period). Note: do not over fill when topping off particularly if aircraft is stored in heated hangar. Further, because N81898 is normally parked in

the heated hangar and more importantly because of its extended range fuel tanks, N81898 should only be fueled to the tabs to avoid unnecessary filling of the large fuel tanks.

2. A supply of extra oil (at least 2 quarts) is to be maintained in the baggage compartment. Extra oil is in the line box or the hangar. Note oil usage in the log. Failure to leave appropriate quantity of oil in aircraft may result in a fine.
3. All aircraft should be hand positioned in their parking places to avoid damage to either the aircraft or those aircraft parked near them.
4. Remove trash, personal belongings and be sure the interior is in a clean and orderly condition.
5. Leave just enough slack in tiedown chains to allow them to be removed by the next pilot.
6. After flight, wipe down the cowling and leading edges to keep them clean.
7. Leave the propellers in the vertical position on all outside aircraft. During the winter this will minimize the damage of water freezing in the spinner area and during the summer, it will lessen the use of the propellers by birds.
8. Install the cowl plugs in all aircraft parked outside or in an unheated hangar. This is to lessen the chance of bird nests being built in the engine compartment.

F. Winter precautions

1. The preheater stored in the line box should be used prior to engine starting at temperatures below 32° F.
 - a. Preheating is mandatory when temperatures are 32° F or lower. Failure to preheat the engine will result in a fine.
 - b. Propane preheater. Operation of this preheater requires 12 VDC. Use only on the ramp and not in a hangar. On the ramp, a car can be brought to the aircraft to power the preheater.
 - c. Electric (Reiff) heaters. For any aircraft so equipped, during winter months (standard time) at the end of operation plug in heater and follow instruction placard located with aircraft (or in the hangar).
2. The electric trim should not be used on the Pipers in the winter months due to the extra strain placed on the trim motor.