

SPECIFIC FLIGHT RULES AND MEMBERSHIP RULES FOR CONNECTICUT FLIGHT CLUB, INC.

Adopted by its Board of Directors

I. **Mission:** The mission of the Connecticut Flight Club is to promote SAFETY, EDUCATION, FELLOWSHIP and the enjoyment of FLYING.

II. **Membership:**

- A. The Club is currently limited to a maximum of 15 Active Members per club aircraft.
- B. To further the Club's mission, each member is expected to participate in at least one working (non-social) club activity per year (i.e.: Simsbury fly-in, aircraft washing)
- C. New members will be on a six (6) month probation period from date of signed agreement and are required to pay the initiation fee and membership dues (either bi-annually, or annually). At the end of the probation period the member will request approval of their membership in the club, at which time the club will vote to approve or disapprove the membership at our monthly meeting. Disapproval of new members includes; if rejected by Club insurance carrier, disapproval of check ride by CFI, misuse of Club aircraft, disregard to aircraft scheduling, disregard of FAA regulations, unsafe aircraft operation and non-payment of any dues to Club. Upon disapproval by the Membership, the Secretary will send a letter to the member via USPS and/or email with the notifications of disapproval.
- D. Attendance is encouraged at the monthly Membership meetings, which are normally held at the Brainard Airport FBO 2nd Floor Conference Room and may be changed at the discretion of the Board.
 - a. Board meetings are held once a month as needed.
 - b. Membership meetings are held on the fourth (4th) Thursday of each month at 1900L
 - c. Members are encouraged to participate in at least six (6) meetings per year
- E. Members are also expected to contribute their time and talents in maintaining and cleaning club aircraft and facilities or in other ways.
- F. Member classes:
 1. **Active Member** (private pilot) – pays the yearly membership fee, has an account in good standing, and has full membership privileges.
 2. **Associate Member** (private or student pilot) – A spouse, domestic partner, son or daughter of an Active Member (residing within the same residence) - pays 50% of the yearly membership fee, has an account in good standing, and has full membership privileges.

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3. **Student- Pilot Member** – Pays membership fee and has an account in good standing. Flights are conducted under the supervision of a Club approved CFI
 4. **Social Member** – Member pays \$180 annually, no flying dues, and no flying privileges but can actively participate in club events (non-flying); a social membership is an option for members who have a total loss of their medical. Social members wishing to return as full members with flying privileges will be reviewed by the Board on an individual basis
 5. **Inactive Members** – are members who have not flown in 4 months and will have flying privileges suspended until a check ride has been received or a copy of their log book showing flight time within the prior 4 months
 6. **Active Military Service/First Responders** – all dues will be waived for the period of their absence (out of state). These members must send a letter to the Secretary providing notification thirty (30) days prior to their leave absence
 7. **Leave of Absence** – Any other appeal for a leave of absence for a member in good standing will be reviewed by the Board of Directors and approved with a majority vote
- G. Members are required to provide a declaration of citizenship and current copies of their driver's license, pilot certificate, medical certificate and biennial flight review to the Board.

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 rental fees and membership dues by the 5th day of the following month. Members in arrears are subject to fines, suspension of flying privileges, deposit requirements, and/or loss of membership.
 1. Outstanding invoices after sixty (60) days of invoice will be handed over to collections. Member will be responsible for any collection fees incurred
 2. The Club's fixed costs include insurance, loan payments, aircraft rental, hangar and tie down fees, scheduling, registration fees and annuals. These costs are primarily paid for by the annual dues.
 3. The Board may assess a fee, if needed, to cover annual fixed cost.
 4. Aircraft operations, maintenance, fuel, oil and reserves for overhauls are paid through hourly aircraft rates based on Hobbs time.
 5. The initiation fee (non-refundable) is used for upgrades or other needs as determined by the Board.

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6. **DUES** - Dues shall be established by the Board of Directors as necessary to meet the financial obligations of the Club.
7. **CHARGES** - Members shall be charged monthly for time flown at hourly rates fixed by the Board of Directors, which shall be adequate to cover all operating expenses of the club.
8. **ASSESSMENTS** - Special assessments against members may be made by the Board of Directors in the best interest of the club.
9. Included in the Annual Dues, is a \$65.00 credit for aircraft rental for the purpose of a Biennial Flight Review (BFR), Instrument Proficiency Check (IPC) or annual flight review. Member is responsible for any and all Instructors fees.
10. **MINIMUM FLIGHT FEE** - All members will be charged a monthly fee set by the Board to meet the minimum monthly flight time requirement. If the minimum flight requirement is met, the fee will be waived
11. **AIRCRAFT FUEL** for flights purchased by the Club.
 - a. Each aircraft will be provided with a fuel card for fuel. The fuel cards are Aircraft/Tail number designated.
 - b. Members are required to print name and sign fuel receipt. Any receipt not signed will not be paid by club.
 - c. All members are required to be present during aircraft fuelling to verify the aircraft has been fueled.
 - d. Locations where the fuel card is not accepted, members may use a personal credit card or other means of payment and submit receipts for reimbursement
 - e. Pilots are expected to refuel aircraft upon return from their flights if under 10 gallons remaining
12. The Club does not reimburse for landing fees, tie-downs, hangar fees, deicing, preheat or jump starts. Members are responsible for any landing fees they incur
13. The Club acknowledges the benefits gained from the FAA "[Wings Program](#)". Any member who receives a "Wings" award level from the FAA will receive a credit of \$10.00 (one credit allowed per month)

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14. Active members in good standing who refer a new Active member will be awarded a \$25.00 credit to be applied to their statement, after the new member paid all initial fees and six month probation period.

B. Fines are levied for the violation of the Rules and Regulations of Connecticut Flight Club. As examples:

- | | |
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| 1. Flying without scheduling the aircraft | \$50.00 |
| 2. Not Dispatching the aircraft for your flight | \$10.00 |
| 3. Failing to check-in aircraft Hobbs & Tach after flight. | \$10.00 |
| 4. Flying aircraft 'left seat' without valid signed off check ride from club CFI or Check Pilot | Suspension of flying privileges & Safety Board hearing |
| 5. Failing to properly <i>shut down, clean, and secure the aircraft</i> | \$10.00 |
| 6. Full payment of all flight time due by 5 th of following month. | \$10.00 |
| 7. NSF Check (first infraction) | \$30.00 |
| 8. NSF Check (second occurrence) | Suspension of flying privileges |
| 9. Flying with any expired documentation, including endorsements, medical certificates, and BFRs | Suspension of flying privileges |
| 10. Failure to leave aircraft log sheets in aircraft or at FBO on the 30 th day of the month | \$5.00 |
| 11. Failure to cancel within 1 hour of scheduled start or not fly during scheduled time. | One hour's flying time |
| 12. Members must send out email to all members if a long duration flight (4 or more hours) is cancelled by them. | One hour's flying time |

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

- A. An On-line Pilot schedule is used for all aircraft reservations
 - 1. Each member Email address and Password is used for access.
 - 2. Internet access is (<http://www.flightcircle.com>)
- B. Scheduling rules (Active, Associate, and Student Only)
 - 1. Each member in good standing may have up to three (3) reservations at one time.
 - 2. Each member may schedule the aircraft for two (2) weekend days per month. A weekend day is defined as four (4) or more daylight hours on a Saturday or Sunday.
 - 3. Additional permission for extended reservations or additional weekend flights is required from the Board of Directors during the months of May through October.
 - 4. Rules B.1 and B.2 shall not apply to members who have approved continuous reservations of five (5) or more days.
 - 5. All flight are required to be dispatched before flight to confirm maintenance and airworthiness
 - 6. All flight are required to be checked in ASAP after completion of your reservation
 - 7. Minimum rate for weekend day is two (2) hours of aircraft rate.
 - 8. Each member may schedule and use a club aircraft for one (1) continuous period of 5-14 days each calendar year.
 - 9. Longer periods of continuous use, or any additional period of continuous use exceeding five (5) days shall require permission of the Board of Directors.
 - 10. Any member more than thirty (30) minutes late for their scheduled time forfeits the remainder of their reservation period to any member desiring it.
 - 11. Adjust and/or cancel schedules or portions of schedules if you will not fly as soon as possible.
 - a. Members may be subject to a penalty of up to two (2) hours flight time if they:
 - i. Fail to fly during their scheduled time, or
 - ii. Cancel more than thirty (30) minutes after the start of their schedule.

SPECIFIC FLIGHT RULES AND MEMBERSHIP RULES FOR CONNECTICUT FLIGHT CLUB, INC.

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- 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 on the schedule, cancel the reservation, and notify the Safety Officer.
 - c. Reservations may be overridden for maintenance or in the case of an FAA scheduling requirement (i.e.; FAA check ride)
- b. Members flying local flights are expected to fly a reasonable part of their scheduled time.
 - c. Daily minimum flight time requirements of one (1) hour for each weekday and two (2) hours for Saturday or Sunday exist to improve utilization and sharing of our airplanes
 - d. Daily minimum times are applicable to members with reservations:
 - i. Of four (4) or more hours in a twenty-four (24) hour period.
 - ii. For each twenty-four (24) hour period from the start of a multi-day schedule.
 - e. Members are expected to return the aircraft on time.
 - f. Any member not returning an aircraft on time (except for mechanical or weather related reasons) may be subject to disciplinary action and/or fines.
 - g. If a member becomes grounded away from Brainard Airport for any reason, including weather, they must advise the President or other Club Officer and members whose schedules will be affected. Generally, it is the member's responsibility to return the aircraft to home base.
 - i. 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.
 - ii. The aircraft must be returned on the first flyable day by the member or at their expense.

SPECIFIC FLIGHT RULES AND MEMBERSHIP RULES FOR CONNECTICUT FLIGHT CLUB, INC.

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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, Associate, Student-Only and Board approved CFIs may be Pilot in Command of Club aircraft
- C. PIC will fly left seat of club aircrafts
- D. Members requesting to fly right seat will require Board of Director approval and a Club CFI endorsement.
- E. Neither non-members nor Inactive Members may occupy the left front seat.
- F. Club aircraft shall not be operated in a careless or reckless manner or without preflight inspection, proper use of checklists, thorough flight planning, or with disregard for weather conditions considered to be unsafe for the level of experience of the member.
- G. 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.
- H. The aircraft shall be operated only from those landing areas that are recognized as public or private airports in AF/D. Operations from other landing areas will be permitted only upon prior approval of the President or Board.
- I. 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
- J. Flight outside of the Continental US is prohibited. 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, Customs stickers, or any other fees must be paid by the member and that member will not be reimbursed by the club.
- K. The aircraft carries a liability insurance policy in the amount \$100,000.00 each person, \$5,000.00 medical, and \$1,000,000.00 each occurrence. Deductibles are \$250 not in motion, and \$1,000 in motion. The Club's non-commercial policy does not cover CFI's or CFII's during the time they are instructing for compensation.

a. COVERAGE and LIMITS:

- i. Aircraft Liability \$250,000 each occurrence bodily injury and property damage limited to \$25,000 each passenger

SPECIFIC FLIGHT RULES AND MEMBERSHIP RULES FOR CONNECTICUT FLIGHT CLUB, INC.

Adopted by its Board of Directors

- ii. Aircraft Physical Damage \$5,000 each occurrence including deductible insurance of \$5,000 each occurrence
- iii. Territory United States of America, Mexico, Central America, Canada, the Islands of the West Indies (excluding Cuba)

VI. Instruction and Proficiency

- A. Members may only receive flight instruction [including BFRs, IPCs and club check rides] in Club aircraft from instructors who are members or an approved Club instructor. 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. New members must be checked out in EACH of the Club's aircraft they intend to fly by a Club instructor or Check Pilot. A completed flight review form and aircraft questionnaire corrected to 100% signed and dated by CFI/check pilot must be emailed in PDF format to connecticutflightclub@gmail.com for record.
- C. Pilot's wanting to fly Right seat will require Board of Director approval and a check out from CFI or Check Pilot
- D. Once a member is checked out and proficient in the operation of a particular aircraft, they will be given the combination to the lock box to access the aircraft keys.
- E. **Annual Flight Review** - In order to maintain pilot proficiency, the Flight Club requires an annual flight review for each pilot in the more complex/advanced aircraft of all club aircraft the member is authorized to fly
 1. As a result of the flight a flight review form and aircraft questionnaire for each aircraft corrected to 100% signed and dated by the instructor must be emailed in PDF format to connecticutflightclub@gmail.com for record
- F. 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

SPECIFIC FLIGHT RULES AND MEMBERSHIP RULES FOR CONNECTICUT FLIGHT CLUB, INC.

Adopted by its Board of Directors

4. With a properly licensed member of the Club (who is occupying the left front seat)
 5. Members desiring to be Pilot In Command of the complex must meet the requirements set forth by the insurance company (to be determined based upon aircraft type)
 6. Currency - After signoff, each member must meet the following currency requirements to fly Complex without a CFI:
 - a. Have three (3) hours logged time in a complex within the past 180 days, OR
 - b. Have a Club instructor checkout and sign off in a Club complex within the past 45 days.
 7. Club CFIs:
 - a. CFIs are required to have a checkout in each aircraft.
 - b. Are not subject to currency requirements when instructing.
 - c. Active Member CFIs must meet Initial and Currency requirements (Nos. 1 and 2 above) when flying the complex for personal use.
 8. Violation of these requirements will be cause for expulsion from the Club.
- G. A spouse, son or daughter of a regular member can take up to ten (10) hours of flight instruction (in the right seat) with a Club instructor for the purpose of completing a Club sponsored pinch-hitter course.

VII. Student Member Flight Rules**A. Student Members**

1. Will be authorized to use club aircraft for primary flight training with the Board's approved agreement with local flight school.
2. No student will be allowed to execute performance maneuvers (i.e.; stalls, spins, steep turns) in solo flight. Maneuvers may only be performed with a CFI in the aircraft.

B. Dual VFR Minimums

1. Local VFR 1200' ceiling and 4 plus mile visibility
2. Max cross wind component per pilots operating hand book limitation
3. Cross country 3000' ceiling and 3 plus mile visibility

SPECIFIC FLIGHT RULES AND MEMBERSHIP RULES FOR CONNECTICUT FLIGHT CLUB, INC.

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4. Cross country Night 5000' ceiling and 5 plus mile visibility
- C. Solo VFR Minimums
1. Pre CFI log book endorsement
 2. Max wind per CFI log book endorsement
 3. Solo cross country 5000' ceiling 10 plus mile forecast visibility, 5 mile TAF

VIII. Flight Operations

- A. Do not leave cars in tie down areas.
- B. Starting precautions:
1. Each Club aircraft has a different voltage system. Refer to each aircraft's POH or checklist for proper starting procedures
 2. **Hand propping an aircraft in an attempt to start the engine is prohibited. Any member engaging in this activity is subject to immediate dismissal from the Club.**
- C. Each aircraft contains a logbook for recording flight Tach time and Hobbs time. All numbers will be **rounded up** to the next tenth.
1. The pilot is responsible for the accurate logging of their flight for accounting purposes.
 2. Fuel and oil added, along with any other information that might be of interest to subsequent pilots will be noted in Flight Log
 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 30th of the month. Failure to leave the log sheets in the line box or the FBO 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. No member will authorize maintenance to club aircraft.
 2. Only the Safety Officer or Board member can authorize maintenance work.
 3. Any item requiring repairs is to be written up in the aircraft flight log squawk sheet in the aircraft and called in to the Safety Officer via email and phone with in 24 hrs. If possible, it should also be communicated via the internet Maintenance Squawk System.

SPECIFIC FLIGHT RULES AND MEMBERSHIP RULES FOR CONNECTICUT FLIGHT CLUB, INC.

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4. If it is of a serious or safety related issue an immediate call should be made to the Safety Officer or member of the Board of Directors. Also notify subsequent pilots schedule on the aircraft.
 5. 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 tie down:
1. After every flight the aircraft is to be fueled if fuel levels are under the Club's recommended minimums
 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. Note oil usage in the log. Failure to leave appropriate quantity of oil in aircraft will result in a fine.
 3. All aircraft will be hand positioned in their parking places to avoid damage to either the aircraft or those aircraft parked near them. If within 5 feet of another aircraft, ensure proper clearances or ask for assistance with parking. "Powering through" a parking spot could cause damage to the aircraft and is not allowed.
 4. Remove trash, personal belongings and be sure the interior is in a clean and orderly condition.
 5. Leave just enough slack in tie-down 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. Verify the master switch is in the off position and key removed prior to adjusting propeller. Install the cowl plugs in all outside aircraft. 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 35° F.
 - a. Preheating is mandatory when temperatures are 35° F or lower. Failure to preheat the engine may result in a fine.

**Note: Club by-laws can be provided to members upon request and can be viewed on the CFC website*

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NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL: _____ EMAIL: _____

BIRTH DATE: _____ OCCUPATION: _____

In case of emergency, contact name: _____

Relationship: _____ Phone: _____

Has Applicant had any accidents or incidents? No Yes (Explain, use reverse side if needed.)

Has any insurer canceled or refused to renew any aviation insurance for you?

No Yes (Explain, use reverse side if needed.)

History:

Last Medical: _____ Last BFR: _____

Year of obtaining private pilot's license: _____ Last IPC: _____

FAA Pilot Certificates held: Stu. Pvt. Comm. ATP CFI CFII

Certificate number: _____ Issue date: _____

Ratings: ASEL AMEL ASES Instrument Rotorcraft

Pilot-in-Command hours:

Last 90 Days	Last 12 months	Total	Night	IMC	Retractable

Signature of Applicant: _____ Date: _____

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Signature of President: _____ Date: _____

6 Month Board Approval to Accept New Member

Members NAME: _____

Date of Application: _____

Board approval signatures

Signature President: _____ Date: _____

Signature Vice President: _____ Date: _____

Signature Treasurer: _____ Date: _____

Signature Secretary: _____ Date: _____

Signature Safety Officer: _____ Date: _____