

# UNITED FLYING CLUB, INC. CLUB RULES

## **I. DEFINITION OF TERMS**

- A. The word “Club” refers to the United Flying Club, Inc.
- B. The word “Board” refers to the Board of Directors of the United Flying Club, Inc.
- C. The word “Member” refers to a Member of the United Flying Club, Inc.

## **II. QUALIFICATIONS FOR NEW MEMBERSHIP**

- A. Applicants shall include qualified current, furloughed and retired employees of United Airlines, United Express, their dependents, close family members, and members approved by the Board of Directors. If the applicant is a minor, the employee as defined must sign a statement of financial responsibility.
- B. Applicants for membership must:
  - 1. Possess a valid FAA Medical Certificate or, in the case of a Student Pilot, a valid FAA Student Pilot/Medical Certificate. A sponsored member must as a minimum own a Private Pilot Certificate.
  - 2. Have no objectionable FAR violations or accident history.
  - 3. Pay the membership deposit (refundable), and initiation fee.
  - 4. Receive a Club orientation by a Membership Committee Volunteer and, if other than a Student Pilot, complete a Local Operations & Aircraft Check-Out with a Club Instructor. The applicant will pay for aircraft and Instructor time.

## **III. RULES OF MEMBERSHIP**

- A. Dues, Payments, and Financial Responsibility.**
  - 1. Invoices are payable upon receipt of statement.
  - 2. Invoices not paid in full by the 25<sup>th</sup> day of the month will be charged an additional 10% of the amount due and the Member will be grounded until the bill is paid in full.
    - a. If an invoice is not paid in full within 2 months after receipt, the delinquent Member shall be recommended by the Secretary/Treasurer to the Board for removal from the Club. In such a case, the deposit fee may be used to offset or partially offset the Member’s account balance.
    - b. The Club may use collection agencies or seek wage garnishment for accounts not paid in a timely manner.
  - 3. Members shall not accrue an unpaid account balance in excess of the membership deposit amount without prior approval of the Secretary/Treasurer.
  - 4. All Members shall pay Club dues each month; members on active flight status also pay the active status fee.

5. Monthly membership charges shall continue to accrue during any period a Member is not permitted to fly because of payment delinquency, or on grounded status.
6. Reimbursement or account credit for purchases of off-field fuel or repair work, if not using a Club credit card, requires the receipt(s) to be submitted to the Club Secretary/Treasurer. Write member name & member number on back of receipt.

**B. Minimum Flight Requirements and Charges**

1. Each Member on active flight status is required to fly at least three hours per quarter.
2. One hour minimum flight charge is billed monthly to Members on active flight status.
  - a. Member accounts/flight minimums are reviewed at the end of the quarter and any adjustments will be made in the month following the quarter.
  - b. Failure to meet the minimum flight hours will result in an additional charge on the monthly statement.
  - c. Flight times may not be carried into succeeding quarters.
3. No Member may assign minimum flight time to another Member.

**C. Non-Flying Status**

1. A Member may be placed on non-flying status at the written request of the Member.
2. Non-flying status will begin the first day of the month following the request and the Member must remain in either flying or non-flying for at least two months unless otherwise approved by the Board.
3. A Member on non-flying status more than 12 months must complete the Club Rules written review and a Local Operations check with a Club Instructor prior to reactivation. Any instructional costs will be borne by the Member.

**D. Flight Time Credit**

1. Members who perform services for the Club shall receive flight credit with the following exceptions:
  - a. The Board, by resolution, may elect to compensate certain Members who, by virtue of extending extraordinary services or skills of such a nature generally unavailable to the Club, with the cash equivalent of flight time credit. Any such resolution shall apply only to future services.
  - b. In the case of a catastrophic life event, the Board may elect to compensate the Member, or family of the Member, with the cash equivalent up to 50% of the Members accumulated flight credit in lieu of their total flight credit.
  - c. In case of an involuntary job transfer from the local geographic area, the Board may elect to compensate the Member with the cash equivalent up to 50% of the Members accumulated flight time credit in lieu of their total flight credit.
2. If a Member withdraws from the Club for any reason other than b) or c) above, all flight time credit will be held on account for 18 months should the Member wish to rejoin. If the Member does not rejoin the Club during that period, the account will be closed and the flight time credit forfeited.

3. No transfer of flight time credit is allowed.
4. Flight time credit may not be applied to monthly dues or flight status charge.

#### **E. Member Records**

1. Members are responsible for keeping their membership data current. Membership data includes dates of FAA Medicals, Flight Reviews, Certificates/Ratings, current phone numbers, mailing addresses, and email addresses (if any).
2. Member shall provide the Club copies of FAA Medical Certificates and Pilot Certificates.
3. Failure to keep member data current may result in grounding.

#### **F. Insurance**

1. The member is responsible for the deductible insurance limit in the event of an accident or incident.
2. The Board may determine if any variation of the Member charge would be appropriate.
3. A Member causing damage to an aircraft affecting its airworthiness will be placed on non-flying status while the cause can be determined and evaluated by the board.

#### **G. Rules Compliance**

1. All Members and flying must comply with Club Rules, Airport Regulations, and FARs.
2. If rules have been violated, the Board shall take whatever action deemed necessary and appropriate in each case. Action may include a fine, suspension of flight privileges, or dismissal from the Club.
3. A member may, at any time, request a closed-door session with the Board.
4. Interpretation of any Club rule rest with the Board.

### **IV. RESERVING AND LOGGING OF AIRCRAFT FLIGHT TIME**

#### **A. Reserving Aircraft**

1. To reserve an aircraft, the scheduling services asks for your member number, pin number, aircraft desired, date and time period.
2. To be e-mail alerted when another members reservation is cancelled double click the reservation colored band slot. Fill-in the out and back times desired. Then click save.
3. A Member may have a maximum of five reservations on the schedule at any one time.
4. Scheduling of a single flight for longer than 48 hours or combined flights for more than 72 hours can only be done, on your behalf, by a club officer (or a member specifically authorized)
5. A Member may not reserve more than one aircraft for the same date and time.
6. Members must schedule and use aircraft in a reasonable, considerate and responsible manner and are accountable for aircraft reserved in their name.

**B. Extended Reservations**

1. Use of an aircraft overnight requires prior approval of the Flight Manager. If unable to contact the Flight Manager, a Board Member may approve the reservation.
  - a. A Member taking an aircraft for extended periods is required to fly at least 1 hour for each 24 hours reserved.
  - b. If the minimum flight time is not flown, the Member will be billed the equivalent flight time unless otherwise approved by the Board.
2. Extended reservations of 5 consecutive days or more requires prepayment unless otherwise authorized by the Club Treasurer.
3. A completed Overnight Itinerary Form must be left in the Flight Manager's mailbox at the hangar prior to departure for all overnight flights.

**C. Cancellations**

1. A Member unable to make a scheduled flight for any reason must, as soon as possible, notify the Scheduling Service and have the reservation cancelled.
2. Failure to cancel a flight reservation may result in a **\$10 fine**.

**D. 15 and 30 Minute No-Show Rule**

1. A Member more than 15 minutes late for a reserved flight of three hours or less or 30 minutes late for a flight of more than three hours forfeits their right to that aircraft if another Member is waiting to fly.
2. Members exercising their no-show right must so note in the remarks section of the sign-out log.

**E. Logging of Aircraft Flight Time.**

1. The following items must be entered in the aircraft sign-out log prior to departure: Membership number, name, date, tach-out time, destination, return time, tire check and who is PIC.
2. Upon completion of the flight the tach time reading, recorded to the displayed tenth of an hour only, must be entered in the sign-out log, key items completed and checked off and fuel notations recorded and Schedule Master Computer System updated.
3. If planned return time is delayed, the Schedule Master System must be updated if possible.
4. If returning more than one hour ahead of schedule, the remaining reserved time must be cancelled using the Schedule Master System.
5. The Tach-out, Tach-in, and the cost of any fuel purchased must be entered into the sign-out log. Always enter Total Tach Time. (as in 45XX.X)

**V. AIRCRAFT OPERATING RULES**

**A. Aircraft Qualifications**

1. Members must be checked out in each Club aircraft they want to fly by a Club Instructor.
2. At the Instructor's discretion, a pilot may be checked out in a lighter or similar model aircraft, if the Member has a reasonable amount of experience in that model and satisfactorily completes an oral and written review of that aircraft with the Instructor.
3. At the discretion of the Instructor, and with the approval of the Flight Manager, an aircraft other than the designated student training aircraft (currently N1926F) may be authorized for student use.

**B. Pre-Flight Inspections and Post Flight Duties**

1. Aircraft shall be given a thorough preflight inspection in accordance with the procedure prescribed in the Pilot's Operating Handbook for that aircraft and required by FARs.
2. If mechanical issues are found, notify the Maintenance Manager or Board Member and note discrepancy in aircraft squawk sheet.
3. Members will properly secure the aircraft after flight and have it fueled and ready for the next flight. If fuel is not available it shall be noted in the aircraft sign-out log.

**C. Night Flight**

1. Members must receive a Club Night Check-Out by an approved Club Instructor prior to night flight in Club aircraft.
2. A Student Pilot with at least 3 hours night dual instruction, including 10 takeoffs and landings, may solo at night (local airport pattern work only) with the student's logbook appropriately endorsed by their Instructor.
3. Night flight for non-instrument rated Members is limited to the local bay area and return from airports within a 100 nautical mile radius, except as noted in part 4 of this section.
4. A non-instrument rated Pilot may have unrestricted night flight privileges upon receiving an unrestricted night checkout by an approved Club Instructor. An unrestricted night check out shall encompass, as a minimum, the following:
  - a. The ability to position-fix using available radio navigational aids. Navigate to a general area selected by the Instructor using flight instruments only.
  - b. The ability to recover from unusual attitudes by reference to flight instruments only.
  - c. A complete understanding of the peculiarities and use of the magnetic compass, gyro instruments and radio navigation equipment.

**D. Cross Country Flight**

1. Members are encouraged to file flight plans for all cross-country flights.

2. Flights outside the conterminous United States require prior approval of the Board. Flights to Mexico are prohibited.
3. A pilot leaving a plane behind due to weather or mechanical reasons is responsible for:
  - a. Returning the aircraft the first day of VFR weather or repair accomplishment. Notify the Flight Manager or, if unavailable, an alternate Club Officer. If applicable, arrange with another Club Member to return the aircraft to the home field. The original Member retains responsibility for return and costs.

#### **E. High Altitude Flight**

1. Pilots conducting flights with landings at airports above 3000 feet elevation, or with runway length less than field elevation, must have a Club High Altitude Check-Out.
2. Members who have had a High Altitude Check-out outside of the Club and have a reasonable amount of high altitude experience, may, at the discretion of the Instructor, complete an oral and written review.

#### **F. Instrument Flight**

1. IFR-IMC flight shall be limited to approaches and departures into and out of airports of intended operation if only one current instrument rated pilot is at the controls.
2. Continuous IFR-IMC flight is permitted only with two instrument rated pilots or a Certified Instrument Flight Instructor and student.

#### **G. Flight Reviews**

1. Flight Reviews are required in accordance with, and at the intervals specified in FAR part 61. For Club purposes, the Flight Review must be conducted in a general aviation aircraft under 12,500 Lbs.
2. Where a Flight Review is conducted in an aircraft not operated by United Flying Club, proof of completion must be provided by the Member for Club records.

#### **H. Recency of Flight Experience**

1. Members who have not flown a Club aircraft for a period of 90 days, must be approved for further flight by the Flight Manager or Club Instructor with Flight Manager notification prior to acting as PIC.
2. Members who have not flown for a period of 120 days or more, shall be placed on a PIC not allowed status and require a Local Operations Review and Flight Check with a Club Instructor prior to resuming active flight status unless otherwise approved by the Flight Manager.

#### **I. Student Pilot Checks**

1. Student pilots must complete a Progress Check with a designated Club Senior Instructor prior to: Unsupervised Solo flight, Solo Cross Country flight and the Private Pilot Check Ride

2. Student Pilots may not accumulate more than 3 solo flights or 30 days between dual flights.

**J. Qualified Club Member Pilot at the Controls**

1. During all ground and flight operations, Club aircraft must have a qualified Club Member pilot at the controls.
2. Club Member pilots shall fly from the left seat with the following exceptions:
  - a. Approved Club Instructions may act as pilot in command from the right seat.
  - b. With Flight Manager approval and upon successful completion of Right Seat Checkout, by an authorized Club Instructor, members may fly from the right seat.

**K. Flight Instruction**

1. Flight instruction received in Club aircraft must be by approved Club Instructors only.
2. Flight instruction provided in Club aircraft must be for Club Members only.

**L. Operations Restrictions**

1. Except in an emergency, non-FAA approved airports or fields may only be used with prior approval of the Flight Manager or designated alternate.
2. Aerobatic Maneuvers in Club aircraft are prohibited except those maneuvers listed and approved in the aircraft's Pilot's Operating Handbook, and only in accordance with applicable FARs.
3. Competitive Events (air races, etc.) shall require prior Board approval.
4. Smoking in Club aircraft is prohibited.
5. Sublease, non- Instructional Commercial use, or use by non-Members is not allowed.
6. Animals/Pets are not permitted in Club Aircraft. Special circumstances may be considered and would require prior Board approval.

## **VI. MAINTENANCE AND FACILITIES**

**A. Maintenance Irregularity Reporting**

1. If an aircraft or equipment malfunctions or is damaged in any manner, it must be noted in detail on the Maintenance Irregularity Report form for that aircraft.
2. If a mechanical discrepancy is of a nature, which may ground the aircraft, the aircraft's Crew Chief or the Maintenance Manager must be contacted immediately. If the Crew Chief or Maintenance Manager agree an aircraft should be grounded, they will remove the aircraft from service in the Schedule Master System and the pilot shall note the grounding on the Maintenance Irregularity Report and in aircraft Sign-Out Log along with their name, date, and time. If the Crew Chief or Maintenance Manager cannot be reached, the Member must contact an alternate Club Officer so the aircraft can be taken out of service. The pilot shall note the

grounding on the Maintenance Irregularity Report and in the aircraft Sign-Out Log along with their name, date, and time. Members are also encouraged to enter write-ups that could be of interest to other pilots, into Schedule Master.

3. No Member shall fly a grounded aircraft until the aircraft Crew Chief, their designated alternate, or the Maintenance Manager, has approved the repaired aircraft for return to service.

#### **B. Aircraft Maintenance**

1. Mechanical work on Club aircraft requires approval of the aircraft's Crew Chief or the Maintenance Manager.
2. If away from the aircraft's home base, and unable to contact the aircraft's Crew Chief or the Maintenance Manager, a Board Member may authorize repairs.
3. If away from the aircraft's home base and unable to contact any of the Club representatives, a member may approve aircraft repairs up to \$500.

#### **C. Hangars/Ground Operations**

1. Hangar areas are provided for Club aircraft only.
2. Member's vehicle may be parked in the hangars while the member is flying club aircraft. Vehicles are not to be left unattended between hangars while flying. Vehicles parked contrary to Club rules may be removed at the owner's expense.
3. Smoking within 50 feet of Club aircraft or hangars is prohibited. Refueling of hangared aircraft must be done with the aircraft wings completely out of the hangar and hangar door tracks. [end]