

**WINGS FLYING CLUB
WINGS INCORPORATED
RULES AND REGULATIONS
ADOPTED MAY 1993
AMENDED July 2001
[Amendments are in brackets]**

The following rules and regulations are in effect for the operation of Wings Flying Club (Club). It is the intent of the Board of Directors (Board) to keep the number of rules to a minimum and thereby to provide for the greatest flexibility in utilizing the Club's equipment. However, to continue this policy, it is necessary that each member continue to use good judgment and show consideration for the needs of the other members. These rules may be changed as the Corporation sees fit at any regular or special meeting and are not considered as any part of the Corporation By-Laws.

1. On cross-country flights, members will be charged regular rates for elapsed flying time only. However, the Corporation may set special rates for flights of long duration if so decided at any regular or special meeting.
2. No member with less than a private certificate shall willfully make landings on any field except an approved landing field unless accompanied by a qualified instructor.
3. When a Corporation airplane(s) is away from the home airport, it shall be hangared if possible or properly staked down. The member in charge of the Corporation's airplane(s) shall be responsible for hangar or tie-down charges.
4. No member shall fly the Corporation airplanes until all controls and adjustments are fully understood and the member has shown an ability to handle the aircraft properly.
5. Federal Aviation Rules and field rules must be observed at all times.
6. The Corporation airplanes may be used for instruction purposes only when active corporate members are receiving such instruction from a club instructor that has been authorized by the Board to provide such instruction.
7. Check rides shall be scheduled with an active club member holding an authorized Instructor's Certificate in the category and class in the following situations:
 - A. Each new member holding at least a Private Pilot Certificate shall complete the following documents prior to solo flight in the Corporation aircraft:
 - WFC New or Current Certificated Member Checklist*
 - WFC Aircraft Model Checkout (for each model to be flown)*
 - WFC Written Tes]*
 - B. If no time logged in category and class exceeds three months.

C. For Biennial flight reviews if a Club airplane is to be used. At each member's first Biennial Flight Review or on completion of the FAA Pilot Proficiency Award Program (Wings) after the Wings Flying Club Pilot Documentation Program is implemented, he/she shall complete the following documents:

WFC New or Current Certificated Member Checklist
WFC Aircraft Model Checkout
WFC Written Test

Exceptions:

1. This requirement may be postponed until the next Biennial Flight Review if the member adds a new rating or achieves a higher certificate level.
2. The flight portion (Instructor's Checklist) of any additional Aircraft Model Checkout may be omitted if the member has logged at least ten hours in that model.
3. The flight portion (Instructor's Checklist) of an Aircraft Model Checkout may be observed by the CFI from the ground if the combined weight of the member and the CFI (in the airplane) exceeds the gross weight of the airplane.

D. Each member with a Student Pilot Certificate shall complete the following documents prior to solo flight in the Corporation aircraft:

WFC Student Checklist (designated items)

E. Each member with a Student Pilot Certificate shall complete the following documents prior to taking the Private Pilot Practical Test:

WFC Student Checklist
WFC Aircraft Model Checkout
WFC Written Test

F. Each member wishing to transition to a different model in which he/she has not logged at least ten hours must complete the *WFC Aircraft Model Checkout* prior to solo flight in that model.

8. Any damage or defective condition, regardless of cause or importance, shall be reported at once to the Plane Captain of that airplane, the Maintenance Coordinator, the President, or other club officer or director and also recorded in the discrepancy logbook of the airplane.

9. The Corporation shall reimburse the members for any fuel, oil and maintenance charges incurred during the use of the airplane. Receipts must be turned in to the Treasurer prior to reimbursement.

10. Aircraft shall be reserved prior to use by scheduling them with the Schedulmaster system. The Wings Flying Club Schedule can be accessed by either of two ways:

A. Internet Access-

1. With a Java-Enabled Browser, go to www.schedulmaster.com
2. Click on "Live Scheduling"
3. Enter your user name and password
4. Select "Schedule Aircraft"
5. Block in the desired aircraft, date, and starting and ending times
6. Select the appropriate type (Local or Cross Country)

B. Touch Tone Telephone Access-

1. Dial 1-888-417-1333
2. Follow prompts provided to schedule airplanes or maintenance

All members are provided in-depth instructions to guide them in using the system.

All members are required to access the system and alter their schedule if::

A. Conditions are encountered that would delay return.

B. The period of use is canceled or reduced.

Note: If a club member who has scheduled an airplane does not start using the airplane within thirty (30) minutes of his or her starting schedule, the time he or she scheduled will be considered forfeited and any other club member can access the system and overwrite the original schedule using the Maintenance function and use the airplane.

Club members are not permitted to have more than two reservations for airplanes at any time.

11. No activity, unless connected directly with aviation or promotion of flying activities of the Corporation, shall be financed by proceeds from flying time, dues or membership fees.

[12. For extended cross-country trips, each member shall be entitled to nine (9) overnights per calender year in the Club aircraft designated for the member's class of membership, except airplane(s) which is/are designated as the primary trainer(s). Only one (1) overnight may be a Friday night and only one (1) overnight may be a Saturday night. The overnights may or may not be consecutive.

Any additional time must be specifically approved by the Board prior to reserving the airplane. (Note: Members should not tie up the equipment unnecessarily; i.e., weekend to Knox or LaPorte.)]

13. For flights in the training aircraft, at least 50% of the time that the aircraft is reserved shall be logged as flying time barring weather or equipment problems.

14. An assessment made for and collected for a special purpose which is not spent for the purpose thereof, and collected within sixty (60) days thereafter, shall not be refunded to the member from whom said assessment or levy was made and collected.

15. All new members shall be required to pay a non-refundable membership fee at the time of approval of their membership application.

MEMBERSHIP CLASSES AND INITIATION FEES

REGULAR- \$500.00 covers regular membership and allows the member to fly all the Club's aircraft.

STUDENT- \$100.00 covers the student pilot membership fee and allows the student to use only those airplanes designated as training aircraft.

Note: The initiation fee is a one-time charge and is **non-refundable**. Student members may upgrade to regular membership by paying the difference between their current membership and the regular membership. Student pilot membership **MUST** either be upgraded to regular membership or the member must drop out of the Club by the end of the month he or she obtains a private pilot certificate.

RENEWAL MEMBERSHIP- Former Regular Members, who resigned from the club in good standing, may rejoin the club by reapplying for membership and paying one-half regular membership fee. Application for membership shall be in accordance with procedures given in the By-Laws (Article II), governing new members. Payment of the fee may be made in monthly installments, in which case the payment privileges and restrictions for new members applies (see Terms section).

FAMILY MEMBERSHIP- A Family Membership is extended to family members (spouse, sons and daughters) of an active regular club member. This membership shall become effective with the payment of an initial non-refundable fee of \$50.00. The family member shall then be an active student pilot member and shall be entitled to all the rights and benefits of the Corporation. Upon attaining a Private Pilot Certificate, the Family Membership for that individual shall be dissolved and the member must either upgrade to Regular Membership or drop out of the club.

ASSOCIATE FLIGHT INSTRUCTOR- A temporary class of membership effective June 23, 1999 to run until July 1, 2000 and renewable thereafter by vote of the Board of

Directors. The Board must notify Associate Flight Instructor members 90 days prior to allowing this class of membership to lapse. Associate Flight Instructor members will be allowed to join the club without paying any initiation fee, but will be required to pay regular monthly dues. During the duration of the Associate Flight Instructor class of membership, Regular Membership flight instructors who have at least two active students will have their monthly dues waived. Associate Flight Instructor members must be voted into membership after recommendation by the Board of Directors and undergo a club orientation.

NOTE: All new Regular, Student and Associate Flight Instructor members will be issued airplane and hangar keys from the club treasurer. A refundable deposit of \$25.00 will be required for the set of keys. Should the member lose his or her keys, the deposit will be forfeited, and another \$25.00 deposit will be required for a replacement set of keys.

TERMS- Those who wish may pay one half of their chosen class membership initiation fee at the time of approval of their membership application. The remaining half may be paid in twelve (12) equal monthly installments. If payment by installments is chosen, a charge of 12% APR. interest on the unpaid balance shall be made which is not prorated. The member shall be entitled to all the rights and privileges of the Corporation, except that he or she shall not be entitled the use of the equipment for extended cross-country flights (i.e., overnight) until the membership is paid in full.

16. Each member's contribution to the fixed monthly expenses shall be set by the Board of Directors for the class and are payable by the first day of the month (see Article III, Section 4 (b)).

17. Members will be charged flying tach-time rates. These rates include the cost of fuel and oil. The Board of Directors may change the flying rates as required to meet operating expenses.

18. A request must be submitted in writing to the Board of Directors for approval prior to flying any club aircraft outside the continental United States.

19. No member will be permitted to fly Corporation aircraft if the club's Secretary, or his/her designee, does not have on file a current pilot certificate number, Medical Certificate currency and date of last biennial flight review or Pilot Proficiency Award Certificate (does not apply to student pilots).

20. Smoking and consumption of alcoholic beverages is strictly forbidden in club aircraft. Violators of this rule are subject to disciplinary action by the Board of Directors.

21. Carrying of dogs, cats, birds and other animals considered household pets is NOT permitted in club aircraft.