

**RI FLYING CLUB, Inc.**

**P.O. BOX 3241**

**Fullerton, CA, 92834**

**STANDING RULES**

**Revised November 03, 2021**

*Received and Read:* \_\_\_\_\_  
*Name* *Date*

## SECTION A GENERAL

1. Only licensed Club Members in good standing are authorized to operate Club aircraft. Passengers are not permitted to operate the controls of any Club aircraft.
2. All licensed members in good standing have equal rights to Club aircraft through reservation scheduling provided they have been checked out by a club instructor for that type and class of aircraft.
3. When acting as Pilot-In-Command of Club aircraft, all pilots are required to maintain a valid FAA pilot's license, a current pilot's medical certificate (BasicMed or 3<sup>rd</sup> Class or better, ), a current Flight Review, currency of applicable ratings, and meet the Club's currency requirements as defined in the Standing Rules.

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## SECTION B RESERVATIONS AND SCHEDULING OF AIRCRAFT

1. Three types of aircraft reservations can be made by Club members:
  - a. Local flight
  - b. Overnight
  - c. Extended flight
2. A *Local* flight is defined as one requiring use of the aircraft all within the same day. Overnight retention of the aircraft is not permitted under a Local flight reservation.
3. *Overnight* is defined as up to two nights (three (3) days) and requires that destination, approximate schedule and contact information be left in the club notebook in the General Aviation Office (see Appendix A). The President, another Board member, or a club instructor shall be informed prior to the flight.
4. An *Extended* flight is defined as over three (3) days. It requires the same flight planning (Appendix A) and contact information as an overnight reservations, plus approval from the President and either the Chief Pilot or a Club instructor.
5. No member may fly a Club aircraft without having reserved time for the flight in the club reservation system.
6. Reservations are to be made for precisely the length of time the aircraft is needed, plus the time to service the aircraft upon return. If a plane is reserved and the member does not utilize the plane or reschedule, members should contact each other to resolve the schedule issues. The reservation system does not automatically cancel a reservation. The system only prevents a member from scheduling over another member's (not) cancelled time. Penalties may be assessed for rental times not used or cancelled.
7. If a Club member is unable to return on schedule for any reason, (s)he should contact any Club Officer or the FBO at her/his earliest convenience so that undue inconvenience, anxiety and possibly search and rescue can be forestalled.
8. Cross country flights over 100 Nautical Miles require that a flight plan (VFR or IFR) be filed or that the flight be operated with VFR flight following.

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## SECTION C - FLIGHT OPERATIONS AND USE OF CLUB AIRCRAFT.

1. Club members will operate aircraft within the framework of all FAA regulations, the local airport rules, all other pertinent governmental regulations, and within the laws of any applicable foreign country .
2. The use of Club aircraft for any commercial purposes, charter operations, or for carrying any illegal materials, drugs, or narcotics is strictly prohibited. Flights may be made with passengers participating on a shared expense basis, to the extent permitted by the FARs.
3. The member-pilot, using a Club aircraft on a reserved flight will be the Pilot-In-Command, and will be responsible for its custody and proper operation. This includes the responsibility for the security of the aircraft while it is on the ground.
4. Only Club members are authorized to fly Club aircraft. All others will ride as passengers, regardless of flight experience and are not permitted to operate the controls. Only a Club member may act as safety pilot during instrument training flights, while the pilot flying the aircraft is wearing a view limiting device.
5. Under no circumstances may any member instruct another member in Club aircraft, unless (s)he is an approved Flight Instructor so designated by the Chief Pilot, and confirmed by the Board. A non-member may not receive flight instruction in a Club aircraft. The only exception to these rules is an FAA Flight Examiner or Designee (DPE) during a flight test for license or rating. Club members may not receive instruction from non-member flight instructors in club airplanes.
6. Nighttime VFR flight: The airplane must comply with the equipment requirements specified in the applicable FARs. The pilot must comply with the Nighttime Experience requirements for carrying passengers, specified in the applicable FARs. Every night flight must be made under the following minimal conditions:
  - a. All instrument lights, navigation lights and landing lights are fully functioning.
  - b. The aircraft has a fully functioning VOR receiver.
  - c. All takeoffs and landings are made from lighted fields.
7. IFR Flights: The airplane must comply with the equipment requirements specified in the applicable FARs. The pilot must comply with the Instrument Experience requirements specified in the applicable FARs.
8. Flights outside the continental limits of the United States may be authorized by the President, upon submittal of a complete ICAO Flight Plan and the duly filled Appendix A. Flights into Mexico may be exceptionally approved by the President (or another Board member if the President is to be the Pilot of the flight). For such flights, full liability coverage with an approved Mexican Insurance Company must be obtained. Contact a Club Officer for this insurance coverage and the required letter from the aircraft owner authorizing the plane to be taken into Mexico. Pilots are responsible for checking and abiding by all applicable governmental agency rules (including FAA, TSA, local foreign government, *etc.*)
9. The experience requirements for flying a retractable landing gear airplane or a high performance airplane shall be governed by the club's current insurance policy. Refer to the insurance policy for requirements.

10. It is each member's responsibility to provide security and protection for the Club airplane and its equipment while in his/her custody. This includes overnight tie-down, and the possible use of a hangar in the event of pending storms, freezing weather or other adverse conditions.
11. As PIC, each Club member must verify all required aircraft documents are in the aircraft before commencing flight.
12. If a Club member has been found responsible for any repairable damage or reportable FAR violation, (s)he must be cleared by the Chief Pilot or his/her designee prior to being allowed to exercise club privileges as a pilot.

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#### SECTION D - PILOT CHECKOUT AND PRIVILEGES

1. Each Club member must be checked out by an approved Club Flight Instructor in each type of Club aircraft (s)he wishes to fly. There will be six classes of flight checkout approvals available to qualified member-pilots as follows:
  - a. Student
  - b. Day VFR
  - c. Night VFR
  - d. IFR
  - e. Catalina
  - f. High Altitude Operations
2. A VFR checkout will be similar to a basic VFR check ride adhering to the flight standards required for a Private Pilot. Every licensed pilot within the Club must take a VFR check ride. It will include a written examination on the airplane characteristics contained in the POH or the AFM and an analysis of the pilot's proficiency in speed and altitude control, communication and navigation procedures, crosswind technique and procedures for unusual conditions. Non-instrument rated pilots wishing to fly at night will also need a night checkout by a club instructor. Emphasis will be placed on radio navigation, and the changes experienced in perspective and depth perception and include 3 take-offs and landings to a complete stop. Night flying will be restricted to 25 miles from Fullerton or instructor's approval.
3. IFR checkouts will be made under simulated or actual IFR conditions, either day or night, with an approved Club Instrument Instructor. The pilot being checked must be instrument-rated and current according to FAR 61.57(e). An IFR checkout approval carries with it the privilege of unrestricted IFR flight, either day or night, provided all FAA Regulations are met and the aircraft meets FAR 91.25.
4. Members who cannot show a logbook entry demonstrating a takeoff/landing at Catalina airport should be accordingly checked out before operating in and out of Catalina airport. Members with a Commercial or better license are exempted from this requirement.
5. Members who cannot show a logbook entry demonstrating a takeoff/landing at a high elevation airport (*e.g.*, Big Bear or Mammoth Lakes) should be accordingly checked out before operating in and out of an airport located at an elevation higher than 5,000 feet. Members with a Commercial or better license are exempted from this requirement.
6. **Members with private licenses or better and a club checkout must renew their checkouts if they have not flown in a 180-day period.**

- 7 Concerns about any member's currency or compliance with section A-General should be brought to the attention of any Club Officer.
8. Checkouts and logbook verifications are to be confirmed by the Chief Pilot (or another club CFI if the checkout has been conducted by the Chief Pilot).

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## **SECTION E - FINANCIAL RESPONSIBILITIES**

1. The Club will carry liability and property damage insurance and deductible hull coverage on each of its aircraft. This coverage typically includes deductible amounts, the amounts of which are subject to change each time the Club renews its insurance. A Club member involved in accidental damage to a Club aircraft will be liable for the deductible portion of the insurance.
2. A member who operates an aircraft in a careless manner will be charged for the resulting maintenance charges. Examples of such careless operation are:
  - a. Leaving the master switch on, causing recharge or replacement of the battery.
  - b. Excessive use of the brakes, causing tire replacement because of flat spots or blowouts and, in the event of a blowout, charge for emergency runway/taxiway service.
  - c. Failure to report and log discrepancies discovered in preflight prior to takeoff (See Section H, paragraph 1).
3. Fuel, oil purchases, and Club approved repairs for the Club aircraft incurred at the member's expense will be reimbursed, with original receipt. Payment for repairs not to exceed \$500.00 is approved if necessary to either continue a planned trip or return to home base. If repair is to exceed \$500.00, prior approval must be received from a Club Officer. It will be necessary to submit an original receipt, specifying the purchase, so that credit can be applied to the member's account.
4. Expenses to the member for landing fees, parking fees, tie-down fees, hangar fees, aircraft washing, or security guard service will not be reimbursed. These are a function of each member's responsibility for the care of the aircraft, and are peculiar to the flight (s)he has planned.
5. Charges for flight time, at the published rates, will be based on Hobbs-meter time recorded on the flight ticket after each flight. Payment of the Club bill is due immediately on receipt, but no later than the 25th of the ensuing month. Unpaid balances may be subject to a 1.5% per month interest penalty, which will be cumulative for each month of lapse thereafter. In the event of a dispute regarding your bill, make the payment of the undisputed portion, then after settlement of the dispute, the account will be adjusted if necessary.
6. Club bills not paid in full by the 25<sup>th</sup> of the ensuing month are delinquent and may subject a member to suspension and grounding.
7. Club bills not paid in full within 60 days will subject a member to termination of his membership, as specified in the Club By-Laws.
8. The Club policy with respect to financial responsibility of a member on a trip away from home base is that the member is responsible for all costs arising during the trip that the member would incur if the transportation vehicle were his own. Examples of costs which will be assumed by the member are:
  - a. Unexpected lodging costs
  - b. Retrieval of the aircraft

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**SECTION F - INACTIVE STATUS**

1. A member may apply for inactive status for a period of not less than 3 months to the Club President or Treasurer. Under this status, the member does not fly the Club aircraft and does not pay dues. Requests for returning to active status must be approved by the Treasurer and require a checkout or approval by a club instructor.

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**SECTION G - SINGLE MEMBERSHIP AND FAMILY MEMBERSHIP**

- 1 A family membership may include all of the membership holder's immediate dependents, but there can be only one membership number. Individual family members may be billed separately but the controlling or primary family member will be liable for all bills.

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**SECTION H - CLUB STANDARDS ON OPERATIONAL PROCEDURES**

1. Perform a thorough preflight. The "PIC" is responsible for reporting and logging discrepancies on the squawk sheet for the applicable airplane. In the event the following flight reports such discrepancies, the Club member on the preceding flight may be held accountable for the costs associated with correcting the problem/discrepancy.
2. The aircraft interior must be kept clean and free of abuse. Remove offensive odors caused by animals, sickness, spillage, *etc.* immediately after a flight. Clean up the trash. No smoking in aircraft.
3. Check the "actual Hobbs" against the preceding flight ticket's "ending Hobbs" prior to takeoff. The "PIC" is responsible for the "incorrect starting Hobbs", if (s)he fails to prepare a "Discrepancy Notation" prior to takeoff, when the "Hobbs" time does not agree with the preceding flight ticket's "Ending" time (See Section E, paragraph 2c). If any portion of the next highest number is visible, that number must be used. Members should consider taking a picture of the Hobbs to document discrepancies.
4. All operations must be to or from a "US dedicated airport" unless explicitly authorized by a club instructor.

## **Appendix A (Cross Country Form)**

# R I Flying Club, Inc.

## Cross-Country Trip Planning

(Leave this form in the Schedule Book at departure)

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Pilot \_\_\_\_\_ No. \_\_\_\_\_ Number on Board \_\_\_\_\_

A/C No. \_\_\_\_\_ Departure \_\_\_\_\_ Return \_\_\_\_\_

In case of Emergency, Notify: \_\_\_\_\_

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Points of Landing	Dates at this Location	Pilot Address During Layover

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I POSSESS THE REQUIRED DATA TO DETERMINE WEIGHT & BALANCE FOR ALL PHASES OF MY FLIGHT, AND I WILL AT ALL TIMES MAINTAIN THE AIRCRAFT WITHIN ITS LIMITS.

Approx hrs planned \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date