WINGS OF CAROLINA
FLYING CLUB

HANDBOOK FOR MEMBERS

By-Laws

Standard Operating Procedures

Flight Standards

Speeds to Fly

WCFC Document File Number 6.12.23

Effective: July 2018

Version 5.20

Version 5.17: Revised November 2016 – SOPs update
No Smoking Policy modification

Version 5.18: Revised April 2017 – SOPs update
Aviation Medical Requirements modification (SOP II 11)

Version 5.19: Revised Oct 2017 – SOPs update
Language Modification to Proficiency Checks (SOP II 1 c), Flying from Right Seat (SOP II 4), Aviation Medical Requirements (SOP II 11)

Version 5.20: Revised July 2018 – By-Laws & Handbook updates
Modified By-Laws language related to elections
(Article IV, Section 2 and Article IV, Section20)
Modified Handbook language related to Member Privileges for voting

The contents of this handbook are updated periodically by action of the Wings of Carolina Flying Club Board of Directors, and all changes are announced immediately in the Wings of Carolina Flying Club newsletter (Flying News). Members are responsible for updating their handbooks with all new information.

The most current version of the handbook, and additional information about the Club including the Constitution, administrative structure, financial policies and maintenance management policies are available at the club office and in the members section of the Wings of Carolina Flying Club internet site: http://www.wingsofcarolina.org.

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Table of Contents

Table of Contents i
Statement of Purpose 1
By-Laws 3
ARTICLE I. MEMBERSHIP IN THE WINGS OF CAROLINA FLYING CLUB 3
Section 1. Membership Classifications 3
Section 2. Membership Limit 3
Section 3. Active Membership 3
Section 4. Probationary Membership 3
Section 5. Membership Categories 3
Section 6. Provisions for Temporary Out-of-State Duty by DoD Service Personnel 3
Section 7. Suspended Membership 3
Section 8. Honorary Membership 4
Section 9. Former Membership 4
Section 10. Recreational Pilots License 4
ARTICLE II. MEMBERSHIP APPLICATIONS, RESIGNATIONS, AND EXPULSIONS 4
Section 1. Written Applications 4
Section 2. Application Acceptance 4
Section 3. Written Submission of Resignations 4
Section 4. Effective Date of Resignations 5
Section 5. Suspension of Flying Privileges 5
Section 6. Notification of Suspension 5
Section 7. Termination of Suspension of Flying Privileges 5
Section 8. Termination of Membership 6
ARTICLE III. MEMBERSHIP MEETINGS AND QUORUMS 6
Section 1. Annual Meetings of Members 6
Section 2. Regular Membership Meetings 6
Section 3. Called Membership Meetings 6
Section 4. Quorum / Challenging Meeting Outcomes 7
ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS 7
Section 1. Officer Positions 7
Section 2. Elections 7
Section 3. Board of Directors 7
Section 4. Impeachment 8
Section 5. Vacancies on Board of Directors 8
Section 6. Duties of All Officers and Directors 8
Section 7. Duties of the President 8
Section 8. Duties of the Vice-President 8

Section 9. Duties of the Secretary 8
Section 10. Duties of the Treasurer 9
Section 11. Duties of the Assistant Treasurer 9
Section 12. Duties of the Maintenance Officer 9
Section 13. Meetings of Board of Directors 9
Section 14. Quorum at Board of Directors Meetings 9
Section 15. Method of Acting at Board Meetings 10
Section 16. Chair Person at Board Meetings 10
Section 17. Chief Flight Instructor 10
Section 18. Directors' Authority to Hire 10
Section 19. Restriction on Financial Systems Access 10
Section 20. Election Procedures 10
ARTICLE V. GENERAL REGULATIONS AND MEMBER RESPONSIBILITIES 11
Section 1. Standard Operating Procedures 11
Section 2. Membership Dues 11
Section 3. Flight Time Payments 11
Section 4. Other Assessments 11
Section 5. Suspension for Financial Delinquency 11
Section 6. Purchases in the Club Name 11
Section 7. Member Liability for Damages 11
Section 8. Member Responsibilities 12
Section 9. Notice 12
ARTICLE VI. STANDING COMMITTEES 12
Section 1. Term of Committees 12
Section 2. Duties of the Safety Committee 12
ARTICLE VII. AMENDMENTS TO BY-LAWS 13
Section 1. Quorum 13
Section 2. Attachment of Amendments to By-Laws 13
Standard Operating Procedures 15
INTRODUCTION 15
I. SCHEDULING OF CLUB AIRCRAFT 15
1. Sign up Prior to Flight 15
2. Members are Responsible for Their Own Scheduling of Aircraft 15
3. Changes to Schedule 15
4. Flight Cancellations 15
5. Scheduling Restrictions 15
6. Scheduling Abuses 16
7. Scheduling by Suspended Members 16
8. No-Shows 16
9. Notification of Inability to Return Aircraft by Scheduled Time 17
II. CHECK-OUT PROCEDURES AND EXPECTATIONS 17
1. Proficiency Checks 17

2. Checkout Policy for Full Time Instructors 19
3. Only Qualified Members Fly Club Aircraft 19
4. Fly from Right Seat Only if Authorized 19
5. No FAR Violations 19
6. No Flight Within 12 Hours of Alcohol Consumption 19
* 7. Students Can Not Carry Passengers 19
* 8. Recency Requirement for Student Solo 19
9. Recency Requirement for All Pilots 20
* 10. Pre-Solo Standardization Flight 20
11. Pilot and Medical Certificate Records 20
12. Responsibility for Costs Incurred in Returning Club Aircraft to Base 21
13. No Smoking Policy 21
14. Pet Carrying Policy 21
15. Use of the Maintenance Hangar 21
III. RECORDING FLIGHT TIME, TRANSACTIONS WITH THE CLUB 22
1. Immediate Recording of Hobbs Time 22
2. Immediate Completion of Aircraft Check-In Procedure 22
3. Club Transactions 22
4. Failure to Appropriately Complete a Transaction 22
5. Responsibility for Aircraft Charges 22
6. Written Notification Required for Withdrawal or Change to Inactive Status 22
7. Credit for Prepayments to Member's Account 22
8. Member Accounts Must be Kept Current 23
9. Minimum Daily Rental Charge 23
10. Aircraft Deposit 24
IV. FLIGHT PLANNING AND WEATHER MINIMA 24
1. Navigation Charts Required for all Non-Local Flights 24
2. Weight and Balance 24
3. Fuel Reserves 24
* 4. Student Fuel Reserves 24
* 5. Student Solo Cross-Country Requirements 24
6. Weather Information 24
7. Refuel After Flight 24
* 8. Practice Area 25
* 9. Written Permission Required for Student Solo Flight 25
* 10. Student Weather Minima 25
* 11. Student Night Solo Restrictions 25
V. INSPECTIONS OF AIRCRAFT, REPORTING OF DISCREPANCIES, AND ACCIDENT POLICY AND PROCEDURES 26
1. Preflight Checks 26
2. Post-Flight Tie Down 26
3. Squawking Airworthiness Discrepancies 26

4. Aircraft Repairs Must Be Authorized by a Member of the Board of Directors 27
5. Accident Policy 27
6. Accident or Incident Procedure 27
7. FAA Inquiries 27
VI. AUTHORIZED USE OF CLUB AIRCRAFT 28
1. No Use of Club Aircraft for Commercial Purposes 28
2. Landings Only at Airports 28
3. No Emergency Landing Practice Below 500' AGL 28
4. No Acrobatic Maneuvers Without Club Flight Instructor 28
5. Radical Bank or Pitch Maneuver Restrictions 29
6. Low Flight Restrictions 29
7. Runway Length Requirements 29
8. Unpaved Runway Restrictions 29
9. Formation Flight 29
10. Flights outside the United States 30
VII. INSTRUCTING IN CLUB AIRCRAFT: INSTRUCTIONAL POLICIES AND FEES 30
1. Flight Instruction Given Only by Active Club Flight Instructors 30
2. Active Club Instructor Status 30
3. Inactive Club Instructor Status 30
4. Flight Instruction Only to Club Members 31
5. Flight Instruction Received Only From Club Flight Instructors 31
6. Exceptions to 5. 31
7. Club Instructional Fees 31
8. Observance of all Club Instructional Programs and Flight Standards 31
9. Club Instructor Proficiency Program 31
VIII. CLUB EXPECTATIONS FOR CLUB FLIGHT INSTRUCTORS 31
1. Club Instructor Requirements 31
2. Expectations for all Instructors. 32
3. Expectations for Full Time Instructors. 32
4. Expectations for Part Time Instructors. 33
Flight Standards 35
INTRODUCTION 35
CLUB FLIGHT STANDARDS 35
1. Adherence to Club SOPs 35
2. Knowledge of Aircraft Flown 35
3. Preflight Inspection 35
4. Use of the Checklist 36
5. Taxiing 36
6. Radio Use 37
7. Ramp Operations 37
8. Normal Takeoff 37

9. Mixture Leaning 37
10. Clearing Turns 37
11. Stalls 38
12. Slow Flight 38
13. Steep Turns 38
14. Simulated Emergency Landings 38
15. Normal Landing Patterns 38
16. Instrument Competency Standards 38
17. Post-Landing Check 39
18. Adequate Fuel for Landing 39
19. Speeds to Fly 39
20. Equipment Considerations for Flight in Instrument Meteorological Conditions (IMC) 39
21. Proficiency Check 39
Membership Categories and Privileges 41
Index 43

Speeds to Fly ..... (Back Cover)

Statement of Purpose

The Chapel Hill Flying Club, Inc. was founded in 1961 at the Horace Williams Airport in Chapel Hill and incorporated under the laws of North Carolina as a not for profit corporation. In July 2001, the Club moved operations to the Sanford-Lee County Regional Airport (later renamed Raleigh Executive Jetport at Sanford-Lee County) and adopted the name Wings of Carolina Flying Club, hereafter in this document referred to as the "Club." Our overall purpose is to provide aeronautical education and experience at the lowest possible cost as a service to citizens of the area. Such education and experience provide local citizens a significant opportunity for enriching their personal lives while offering the community a valuable resource.

The Club provides an affordable opportunity for high quality flight training, which is the first step for many towards rewarding careers in commercial aviation.

The Club provides valuable non-commercial transportation for its Members, thereby providing an attractive community resource.

The Club is committed to upholding the highest standards of safety and courtesy in its flight operations.

The Club is a source of aeronautical education for the community, providing seminars open to the public and speakers for civic and educational groups.

The Club is a source of aircraft and pilots for relief work and search and rescue missions.

Membership in the Club is open to any interested individual who agrees to abide by our By-Laws and Standard Operating Procedures and who demonstrates an attitude of safety consciousness, courtesy, and service to the Club and to the community.

The Club is committed to making available opportunities for education and advancement of skills by providing a varied fleet of aircraft for its Members and by providing opportunities for volunteers to participate in the management of the Club.

The Club is committed to sound and responsible management of its affairs through an elected Board of Directors.

The Club is committed to keeping its costs as low as possible while maintaining the highest standards of safety and courtesy.

ARTICLE I. MEMBERSHIP IN THE WINGS OF CAROLINA FLYING CLUB

Section 1. Membership Classifications

Membership in the Chapel Hill Flying Club, Inc. (doing business as the Wings of Carolina Flying Club and hereinafter referred to as the "Club") shall not be restricted on account of color, gender, national origin, political affiliation, race, religion or sexual preference. Membership shall be classified as: Active, Probationary, Suspended, or Honorary.

Section 2. Membership Limit

The number of active Members shall be limited at the discretion of the Board of Directors based on reasonable access to the Club equipment. A Membership waiting list may be established by the Board if necessary.

Section 3. Active Membership

An Active Member shall be considered as one who is not under suspension and is not in arrears to the Club. Active Membership may be in as many divisions as the Board of Directors may designate.

Section 4. Probationary Membership

Probationary Membership status shall be granted to all Members during the first six months of their Membership in the Club. Such probationary Members shall enjoy the full rights and responsibilities of their category of Membership, except that his/her Membership may be terminated by the Board by majority vote at any time within the Probationary Membership period. Grounds for such termination will be the violation of any Club By-Law or Standard Operating Procedure, Federal, State or Local regulation, or evidence of unsafe flying practices or questionable judgment.

Section 5. Membership Categories

Membership categories, privileges, and costs will be defined by the Board of Directors. Such categories, privileges, and costs will be published and recorded in the document archives of the club.

Section 6. Provisions for Temporary Out-of-State Duty by DoD Service Personnel

Club members who are active duty DOD service men and women on assignment outside of North Carolina, upon written request, will not be charged dues and will otherwise be treated as the level of member they were when they made this request, except such members will have no flying privileges. Upon their return with written notification they will be reinstated to their previous club status with the rights and responsibilities thereof.

Section 7. Suspended Membership

A Suspended Member shall be considered as one who has been temporarily denied all privileges of

Membership in the Club by action of the Board, any Officer of the Club, or by any Club Flight Instructor.

Section 8. Honorary Membership

Honorary Membership in the Club shall be awarded by the Board of Directors to those persons determined to warrant special recognition and membership in the Club. An Honorary Member shall be entitled to the same rights and privileges as an Inactive Member except that Honorary Members shall pay no dues. Honorary Membership in the Club may be revoked by the Board of Directors.

Section 9. Former Membership

Any former Member who desires to rejoin the Club shall make application as currently prescribed on the current forms. Upon approval of the application of the former Member, deposits, dues, and initiation fees normally charged to any person joining the Club for the first time shall be assessed. An application from a former Member shall not be accepted without the initial of the President, Vice-President, Treasurer, or Assistant Treasurer .

Section 10. Recreational Pilots License

The Club does not accept students for training to the level of Recreational Pilot. The Club does not recognize the privileges of the Recreational Pilot's license for the purposes of the use of Club aircraft. Applicants holding a Recreational Pilot license may join the Club as student Members, with all privileges and limitations of a student pilot, for the purpose of receiving training for the Private Pilot License.

ARTICLE II. MEMBERSHIP APPLICATIONS, RESIGNATIONS, AND EXPULSIONS

Section 1. Written Applications

Application for Membership shall be made in writing on a form to be supplied by the Club. The Board of Directors shall have final authority to reject an application if it is felt that the person applying is not prepared to meet the conditions set forth in these By-Laws or would otherwise be prohibited from joining the Club by reason of federal, state, or local law.

Section 2. Application Acceptance

Applications from persons who have not previously been affiliated may be accepted by any Officer or Club Flight Instructor. Applications for Membership from persons who have had previous Membership or affiliation with the Club may only be accepted by the President, Vice-President, Treasurer or Assistant Treasurer. All approvals of applications for Membership are subject to review by the Board of Directors within the initial six month probationary period and may be rejected without hearing.

Section 3. Written Submission of Resignations

Resignations from the Club shall be addressed in writing to the President, Vice-President (Membership Chair-person) or Treasurer, who shall immediately process the resignation or

bring it to the Board for action at its next meeting.

Section 4. Effective Date of Resignations

Resignations shall become effective on the last day of the month any formal request is received, but in no event until all monies due the Club have been collected and deposited in the Club treasury.

Section 5. Suspension of Flying Privileges

Any Board Member or any Club flight instructor has the authority to suspend the flying privileges and advance scheduling privileges of any Member for a violation of any Club By-Law, Standard Operating Procedure, or Flight Standard; for a violation of any Federal, State or Local regulation or law; for any unsafe piloting practice; for evidence of the exercise of questionable aviation judgment whether or not the Member was acting as pilot-in-command of a Club aircraft; or for demonstrating an inappropriate attitude regarding aviation safety or Club procedures. Any Member involved in an aviation-related accident or incident will be automatically suspended from flying or scheduling. Any Member may be suspended from flying privileges by the Club Treasurer or other Club financial officer, or the Board for the non-payment of monies owed to the Club. All suspensions will remain in force pending the termination of the suspension as specified in Section 7 herein. The cancellation of advance scheduling will only affect flights scheduled from the time of the suspension until the next regularly scheduled Board meeting.

Section 6. Notification of Suspension

Communication of the suspension of a Member shall be accomplished as follows: A dated written communication signed by a Board Member or a Club flight instructor stating the grounds for the suspension will be mailed to the Member and copies of the communication will be placed in the Member's folder and provided for the Member's permanent file. Courtesy would also demand that the Member being suspended be communicated with by phone or in person at the earliest practical opportunity. Actions removing the suspension of a Member shall be in writing in the same manner as initial notification. During any period of suspension a Member’s scheduling privileges in myFBO shall also be suspended.

Section 7. Termination of Suspension of Flying Privileges

The suspension of flying privileges may be removed or rescinded as follows: For suspensions involving the Member's financial relationship with the Club, the Treasurer or a Club financial officer, or the Board may rescind the suspension of the Member effective immediately if financial obligations have been met. For matters involving flight proficiency, flight procedures, or involving Sections II or IV of the SOPs, the Chief Flight Instructor may set conditions to be met and may rescind a suspension when

such conditions have been satisfactorily met. For all other suspensions, the Board is solely authorized to rescind the suspension. The suspension must be rescinded by a two-thirds majority vote of the Board at the next regularly scheduled or specially called Board meeting. If the Board does not act to rescind the suspension, the Board must extend the suspension with specific criteria set forth for rescinding the suspension, or the Board must initiate termination of Membership for the Member in question.

Section 8. Termination of Membership

The Board shall have the authority to terminate the Membership of any non-probationary Member when the procedures in this section have been followed. At a regular or called meeting of the Board, a two-thirds majority must vote in favor of a motion to terminate the Membership of an individual. Notification of Membership termination shall be in the same manner as specified for flying privileges suspensions in Section 6. If the Member makes a written request (postmarked within seven days from receipt of notification) for a formal inquiry, the President shall appoint two Club Members and the terminated Member shall appoint a Club Member to constitute a committee of inquiry which shall submit its findings to the Board at its next regularly scheduled meeting for binding and final decision. The final decision shall require a simple majority to carry. Failure to achieve the majority will result in the continued Membership of the person in question.

ARTICLE III. MEMBERSHIP MEETINGS AND QUORUMS

Section 1. Annual Meetings of Members

An annual meeting of the Membership of the Club shall be held in December. Written notice of the time and place of such meetings shall be mailed to the latest known address of each Member in advance of fourteen days previous to the date of the Annual Meeting. The principal action of this Annual Meeting will be the election of Officers and Directors for the coming calendar year. Other business may also be transacted by majority vote.

Section 2. Regular Membership Meetings

Regular Membership Meetings shall be called on any periodic basis as desired by the majority of Members present at the Annual Meeting, or by the Board of Directors. A calendar of such regular meetings shall be published and circulated among the Members in advance of fourteen days before the first such regular meeting.

Section 3. Called Membership Meetings

Called Membership Meetings shall be held upon the written request of 1/5 of the Members. Upon the receipt of such petition, the President or Vice-President shall be required to call such a Membership Meeting to order within 21 days. Written notice of such special called meeting together with the single

agenda item shall be mailed to all Members in advance of fourteen days previous to the date of the Meeting.

Section 4. Quorum / Challenging Meeting Outcomes

Actions at all meetings of the Membership can be challenged with a called membership meeting in accordance with Article III Section 3, unless at least 20% of the current/non-suspended members (Active, Inactive, Flight Instructor, and Board Members) are present and at least three club officers (one of whom shall preside at the meeting) are present as well. Any such challenge must be initiated within 21 days of the meeting by notifying a board member and completed within 45 days of the meeting during which time the challenged actions shall remain in force.

ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS

Section 1. Officer Positions

The officers for the Club shall be a President, a Vice-President, a Secretary, and a Treasurer. At such times as deemed desirable by the Board of Directors, other officers (such as Assistant Treasurer, or Maintenance Officer) may be authorized by the Board of Directors and may be elected by the Membership at the Annual Meeting in December.

Section 2. Elections

All Officers and Directors of the Club shall be elected by a plurality vote of the Members eligible to vote at the Annual Meeting in December. Candidates may be nominated for office by a Nominating Committee or by self-declaring candidacy to run for office in accordance with procedures established pursuant to Article 20, or if none, then at the Annual Meeting. Members voting by absentee ballot according to Section 20 of this article shall be considered to be present at the Annual Meeting for purposes of this Section and for reaching quorum at this meeting. As soon as practical following balloting, voting results shall be made available to Members in accordance with any procedures established according to Section 20 of this article and shall be recorded in the minutes of the meeting. The voting results shall include only the following information:

- The total number of in-person ballots received at the meeting which were counted towards the election.
- The total number of absentee ballots received which were counted towards the election.
- The name of the winner of each position.
- The total number of votes and percentage of the total vote received by each candidate for each position, with no further breakdown such as by in-person or absentee ballots.

Section 3. Board of Directors

The number of directors shall be no less than four and no more than nine, as determined by the Board of

Directors from time-to-time. The Officers of the Club shall be members of the Board of Directors, in addition to any Members at Large positions authorized by the Board of Directors and shall hold terms of office beginning on January 1 following their December election and ending on December 31 of the same calendar year.

Section 4. Impeachment

A majority written vote of all Board Members shall be required to impeach an Officer or Director. Said vote shall be supervised by a Member who is not an Officer or Director and who has been appointed by the President.

Section 5. Vacancies on Board of Directors

In the event of a vacancy on the Board of Directors, the remaining Officers may appoint a Temporary Officer or Director to serve until the next regularly scheduled Membership Meeting, at which time a special election shall be held to fill the vacancy.

Section 6. Duties of All Officers and Directors

It shall be the duty of all Officers and Directors to conduct the activities of the corporation in an efficient and business-like manner and to safeguard the interests of the Club at all times.

Section 7. Duties of the President

The President shall have the overall responsibility for the proper and efficient operation of the Club. The President shall call and preside at meetings of the Board of Directors and at meetings of the general Membership of the Club. The President shall make appointments to ad-hoc committees as required, and perform other duties as properly pertain to the office.

Section 8. Duties of the Vice-President

The Vice-President shall be primarily responsible for maintaining Membership levels of the Club, supervise elections, and assume responsibilities of the President in the event of the President's absence at meetings or when specific Club action is called for. In discharging his or her responsibility as Membership Chairperson, the Vice-President shall initiate whatever actions are necessary to maintain desired Membership levels as defined by the Board. In particular, the Vice-President shall supervise press, radio and television releases and other publicity. He or she shall also assure that all Members have up-to-date copies of the Club By-Laws, Constitution and Standard Operating Procedures, and that new Members receive proper indoctrination, including "new Member packets," or the like. The Vice-President shall be responsible for reviewing and approving Membership applications, and shall forward, for the Board's decision, any applications which might be of questionable merit.

Section 9. Duties of the Secretary

The Secretary shall conduct correspondence at the direction of the Club Membership or its Officers;

record the minutes of meetings and make accurate record of the proceedings; publish a periodic Newsletter for the Club Members at a frequency directed by the Board; and assure that updated and current Membership lists are appropriately forwarded to our insurance carrier and to others requesting such lists. In addition, the Secretary shall have responsibility for maintaining the Club mailbox and seeing that incoming mail is promptly forwarded to the proper persons. The Secretary shall also oversee the proper and permanent filing of Club minutes, correspondence and other documents.

Section 10. Duties of the Treasurer

The Treasurer shall arrange for the proper deposit and disbursement of all Club funds. The Treasurer shall be responsible for the maintenance of all Club accounts and depositories. The Treasurer shall report to the Board on a monthly basis all transactions and balances, and shall prepare an annual report of the financial status of the Club which shall be made available to Club Members. The Treasurer shall coordinate with the Operations Officer to assure that Member statements are accurate and up-to date.

Section 11. Duties of the Assistant Treasurer

At such times as the Members have elected an Assistant Treasurer, his or her duties shall be defined by the Board. Such duties might include primary responsibility for seeing that Members are sent proper statements and for overseeing Membership records and rosters.

Section 12. Duties of the Maintenance Officer

At such times as the Members have elected a Maintenance Officer, his or her duties shall be as follows: assure that all Club equipment is properly maintained and that the work is satisfactory to the Club Members. He or she shall have the power to ground equipment. In addition to entries in the equipment logs made by A&P mechanics, the Maintenance Officer shall keep detailed records on each piece of equipment for accounting purposes. The Maintenance Officer shall also approve all requests for maintenance flight time. The Maintenance Officer shall coordinate with the Director of Maintenance to be sure that all needed parts are procured satisfactorily.

Section 13. Meetings of Board of Directors

Board of Directors' meetings shall be held regularly as defined in a calendar published and circulated by the President-Elect during the month of December preceding the annual term of office of the new Board. Other Board meetings shall be held as necessary at the discretion of the President or any two Board Members.

Section 14. Quorum at Board of Directors Meetings

The quorum for Board of Directors Meetings shall be at least one-half of the Directors currently holding office, but in no case less than three persons.

Section 15. Method of Acting at Board Meetings

Actions of the Board of Directors may be by acclamation of those present at the meeting, or by written ballot if requested by any Board Member present at the Meeting. In no case shall an action of the Board of Directors be binding unless a minimum of three Directors have consented to it at a meeting.

Directors not present at a meeting cannot be represented by proxy or other means, and have no vote in decisions reached at a duly called meeting at which they were not present.

Section 16. Chair Person at Board Meetings

The Board of Directors meetings shall be chaired by the President, or in his/her absence by the Vice-President, or in the case of both the President's and the Vice-President's absence, the first item of business for the quorum of Board Members present shall be to appoint a temporary chairperson.

Section 17. Chief Flight Instructor

The Board of Directors shall appoint a Chief Flight Instructor who shall supervise the flight instruction programs of the Club. In this role the Chief Flight Instructor shall propose instructional policies to the Board and shall be responsible for arranging the scheduling of all flight instruction to assure that the members have access to the instruction they need. The Chief Flight Instructor may also serve as the Chairperson of the Safety Committee, or at the discretion of the Board, a separate Safety Committee Chairperson may be appointed.

Section 18. Directors' Authority to Hire

The Board of Directors shall be authorized to hire or otherwise engage the services of any employees or contractors appropriate to Club functioning. Principal among such persons might be the Chief Flight Instructor.

Section 19. Restriction on Financial Systems Access

No Club member shall make any change to their own or a family member’s club financial account using any staff or administrative interfaces into the financial system.

Section 20. Election Procedures

The Board of Directors may establish administrative procedures for the election process in the elections for board members, such as communications processes, nomination processes, voting eligibility cut-off dates, and absentee balloting procedures provided such procedures preserve the privacy of individual votes and permit a member who has previously submitted an absentee ballot to change or revoke it at the Annual Meeting. Should the board establish such procedures, said procedures will be published and recorded in the document archives.

ARTICLE V. GENERAL REGULATIONS AND MEMBER RESPONSIBILITIES

Section 1. Standard Operating Procedures

The Board of Directors is authorized to specify and adopt at any time and without advance notice any additions, changes, or deletions as may be required in the Standard Operating Procedures. Such procedures shall deal with the direct operation of Club equipment and related matters of safety, scheduling, use of or reporting about the use of or condition of Club equipment. Each Member shall be provided a copy of the SOPs and any changes will either be posted by the schedule sheets, or mailed to each Member.

Section 2. Membership Dues

Any Dues that the Board of Directors properly declares shall be payable monthly in advance of the calendar month for which they are due.

Section 3. Flight Time Payments

Charges for flight time must be paid in advance or immediately upon the conclusion of the flight, wherever the Club aircraft are based.

Section 4. Other Assessments

Other assessments which the Board of Directors may properly declare shall be paid in full immediately upon notification, or at a schedule to be set by the Board.

Section 5. Suspension for Financial Delinquency

Any Member who has not paid his/ her financial obligations on a current basis, is subject to suspension upon notification by any Officer of the Club, the Board, or any Club Flight Instructor.

Section 6. Purchases in the Club Name

No Member of the Club shall be authorized to make purchases in the name of the Club, except by order or approval of the Board. Bills submitted for reimbursement shall be approved by the Treasurer or the Board.

Section 7. Member Liability for Damages

In the event of damage to Flying Club aircraft or other equipment, the Member responsible for the equipment is liable to the Club for the damages up to 75% of the damages but not more than the lesser of the deductible amount stated in the insurance policy or $1,500. In unusual circumstances, the Board of Directors may reduce that liability. In addition, if the damage is due in whole or in part to the Member's violation of any Flying Club rule, the Member is also liable to the Club for up to the total amount of the damage, as determined by the Board of Directors, less any insurance recovery by the Club. A Member is not liable for ordinary wear and tear or to damages of less than $500, unless caused by the gross negligence of a Member.

Section 8. Member Responsibilities

Every Member shall be responsible for the safe operation of Club equipment. In addition every Member will be expected to conduct him/herse1f in a cooperative and friendly manner both when dealing with other Club Members and in dealing with the general public where any identification with the Club is apparent. Disregard of the responsibilities or expectations of this section is grounds for termination of Membership as defined in Article II, Section 5 of these By-Laws.

Section 9. Notice

Whenever these By-Laws or the Club Standard Operating Procedures provide that notice or written notice shall be given to a Member or shall be mailed to a Member or to the last known address of a Member, such notice may also be given by e-mail to the Member's e-mail address listed in myFBO and such notice shall be deemed sufficient so long as the sender does not promptly receive a transmission error message. Whenever these By-Laws or the Club Standard Operating Procedures provide that notice or written notice or notice by mail shall be given to the Club, or any officer or director of the Club, such notice may also be given by e-mail to the Club President (pres@wingsofcarolina.org), with a copy to the Club Secretary (secretary@wingsofcarolina.org) and any other appropriate officer, and such notice shall be deemed sufficient so long as the sender does not promptly receive a transmission error message.

ARTICLE VI. STANDING COMMITTEES

Section 1. Term of Committees

In addition to any ad-hoc committees which from time to time may be appointed by the President, the following committees shall stand for the term of the fiscal year and shall be appointed each year as directed below.

Section 2. Duties of the Safety Committee

The Safety Committee shall be responsible for reviewing the flight operations and procedures of the Club. The Safety Committee shall make recommendations for action to the Board of Directors. Two specific areas of review shall be to critically examine overall procedures and to review specific incidents in order to make specific procedural recommendations. The Safety Committee's meetings shall be open for attendance by all Club Members and shall be composed of the following individuals.

1. The Safety Committee Chairperson (if such is not appointed by the Board, the Chief Flight Instructor shall serve as chairperson)
2. The Club Manager (if such is engaged)
3. A Board Member (appointed by the President)
4. A Club Flight Instructor (appointed by the Club Chief Flight Instructor)
5. An active Club Member

(appointed by the President)

ARTICLE VII. AMENDMENTS TO BY-LAWS

Section 1. Quorum

By-Laws of the Club may be adopted, amended, or repealed by the Board of Directors by a 2/3 (66%) majority vote at any regular or called meeting of the Board of Directors which shall require the President to publicize the proposed amendment to all Club Members, and to place the proposed amendment on the agenda for the next Board meeting. The proposed amendment may be publicized by letter or by publication in the Club newsletter. Such publication shall clearly state that the Board intends to act on the amendment at a Board meeting not sooner than 14 days after the mailing of the amendment and that Member comment is invited. If the proposed amendment passes by a 2/3 (66%) majority vote at the next Board meeting, the amendment shall take effect immediately, if not otherwise stipulated.

Section 2. Attachment of Amendments to By-Laws

Any change or amendment to these By-Laws shall be attached hereto and a copy of the amended By-Laws provided to each Member.

INTRODUCTION

The following Standard Operating Procedures (SOPs) are adopted by the Board of Directors of the Club, pursuant to Article V, Section 1 of the By-Laws of the Club. These Procedures are intended as a guide to a minimum standard of courtesy and flying safety and do not excuse or condone any careless, thoughtless, or unsafe procedure or flying practice. Exceptions to these SOPs may be made only by the Board in writing.

STUDENT PILOTS should take special note of items marked with a star *. Items so marked apply to operations by student pilots. All Club Members (student pilots and licensed pilots) are responsible for adhering to Procedures not specifically marked.

I. SCHEDULING OF CLUB AIRCRAFT

1. Sign up Prior to Flight

Prior to any flight, Members must enter the intended flight into the Club's official scheduling system. No member may schedule an aircraft if the schedule for that time period is not available in the system.

2. Members are Responsible for Their Own Scheduling of Aircraft

Any active member may schedule an aircraft for another member via telephone conversation, but it is the responsibility of the scheduling member to ensure the accuracy of the schedule.

3. Changes to Schedule

The Chief Flight Instructor or any Board Member shall have discretion to resolve any scheduling abuses, conflicts, disagreements, etc. and is specifically charged with the maintenance of orderly scheduling for the maximum benefit of all. If a scheduling change is made by one of these persons, a note of explanation shall be left for the affected parties. With the exception noted in SOPs I.4 and I.5a below, no other person may make changes to the schedule affecting other than him/herself.

4. Flight Cancellations

A Club Flight Instructor may cancel the scheduling of a particular aircraft if aircraft repairs are needed. An aircraft's schedule may also be cancelled by an instructor, Board Member or other designated person if required maintenance or inspection is due.

5. Scheduling Restrictions

For reasons of fair access to Club aircraft, the following restrictions apply:

a) No member may make or have pending more than four reservations at any time, except as approved by the board.

b) Only One Aircraft per Time Period. No member may schedule more than one aircraft per time period. From time to time the club, with Board approval, may wish to block out multiple aircraft for a special event.

The club will not change an individual's previous scheduling unless that person has been notified or an equivalent airplane can be provided.

c) One Weekend per Month. A Member may not schedule more than one weekend per month. (A weekend is defined as any consecutive eight-hour period from Friday at 1600 until Sunday at 1800). Permitted exceptions to this SOP are in d) & e) below. If a weekend extends over a change of month, the month in which the Saturday falls shall be considered the month in which the weekend occurs.

d) Exception to c). If an aircraft is not yet scheduled for a particular weekend by the preceding Sunday at noon it may be scheduled by a Member even if she / he has already scheduled a weekend flight that month.

e) Weekend and Length Limitations. A Member is limited to one weekend scheduling which is greater than 4 consecutive days every six months. For the purposes of this restriction a weekend is a period of time which includes a Saturday. An aircraft may never be scheduled for more than 17 consecutive days. (Scheduling an aircraft from 1 to 4 consecutive weekdays may be done any time).

f) Schedule Only Aircraft in Which One Is Checked Out. Scheduling of an aircraft for other than training flights prior to the completion of required Club checkouts is prohibited.

g) Restrictions Apply to Use. The above restrictions apply not only to scheduling, but to actual use as well.

h) Additional Restrictions as Necessary. The Board may impose extra scheduling restrictions on aircraft to insure availability for student training. Current scheduling restrictions will be posted on the aircraft status board.

6. Scheduling Abuses

Members are requested not to speculate on aircraft usage and should not schedule unless each scheduled period is fully intended to be flown. "No shows" where weather is not a clear prohibiting factor will be treated as a scheduling abuse and disciplinary action may be taken.

7. Scheduling by Suspended Members

Suspended Members forfeit all privileges of Membership. This includes flying and scheduling privileges, and the Member forfeits all existing aircraft reservations.

8. No-Shows

When a Member is late taking a scheduled aircraft, and has not informed anyone of the delay, the following guidelines apply. If the aircraft has been scheduled for three hours or less, and that Member is more than 30 minutes late, it will be assumed that she/he is not going to use the scheduled time, and another Member may schedule and use the aircraft. If the scheduled time is more than three hours, after a 30 minute lateness, the aircraft may be operated in the local area and must monitor the Club frequency (123.5, call sign Club Operations) for one additional hour, at

which time it will be assumed that the original scheduling Member's reservation is not going to be used.

9. Notification of Inability to Return Aircraft by Scheduled Time

In the event that weather, mechanical, or other unforeseen difficulties prevent a Member from returning to Raleigh Executive Jetport within 30 minutes of the time for which the aircraft had been scheduled to return, the Member flying the aircraft will contact the Chief Flight Instructor or a Board Member with full details. Tape recorded messages may not be used. Phone contact is required as soon as practical, but in any case on the same day. A Member is responsible for an aircraft until it is returned to its home base. Under no circumstances may a Member leave an aircraft elsewhere without first securing specific permission to do so from a member of the Board.

II. CHECK-OUT PROCEDURES AND EXPECTATIONS

1. Proficiency Checks

A member who holds a private pilot or higher certificate with an airplane rating may act as pilot-in-command of a Club airplane only if all the following conditions are met.

Conditions for Pilot In Command.

a) The Member must have satisfactorily completed a Club Proficiency Check in the model of airplane to be flown.

b) The Member must have satisfactorily completed a Night Proficiency Check whether or not the flight is to be at night.

c) Within the preceding 12 calendar months, the Member must have satisfactorily completed a Club Proficiency Check in an airplane of a complexity level equal to or higher than that of the airplane to be flown. Notwithstanding the prior sentence, if a Member obtains his or her Private Pilot Certificate in a Club aircraft, the requirement for a Club Proficiency Check in such make and model of Club aircraft will be measured from the date of the Member's check ride.

d) For flight under Instrument Flight Rules (IFR) or in Instrument Meteorological Conditions (IMC), the Club Proficiency Check of provision c) must include an Instrument Proficiency Check.

e) Effective Dates for Above Conditions. Condition b) becomes effective 90 days after the Member joins the Club or receives an airplane rating, whichever is later.

f) Stipulations of Club Proficiency Check. A Club Proficiency Check must be conducted in a Club airplane by a Club Flight Instructor. It may serve as the flight portion of the FAR-required Flight Review. Requirements of the Club Proficiency Check are specified in item 21 of the Club Flight Standards, and on the Club Proficiency Check Form. The Club Instructor conducting the check will certify that each applicable listed operation has been satisfactorily completed by initialing the applicable line on the Club Proficiency Check

Form. Consistent with the intention of exposing all Club pilots to the diversity of experience of Club instructors, consecutive Club Proficiency Checks may not be administered by the same Flight Instructor except by specific permission of the Club Chief Flight Instructor.

g) Club Proficiency Checks for Instrument Rated Pilots. If the Member holds an instrument rating, the Check includes pilot operations required to demonstrate instrument proficiency. These operations, which are identified on the form by IPC, constitute an Instrument Proficiency Check as provided by FAR 61.57 (e).

h) Night Proficiency Checks. A Night Proficiency Check is conducted in a Club airplane by a Club Flight Instructor. Satisfactory completion is indicated by the Club Flight Instructor's endorsement of the Club Proficiency Check form, or may be submitted to the Club by other means.

i) Club Airplane Complexity Levels. For purposes of the Club Proficiency Check, the following complexity levels of airplane are defined by the Club. Note that levels 3 and 5 are defined by the FARs as "high performance."

(1) single-engine, 125 hp or less, 2 seats, fixed gear, fixed prop.
(2) single-engine, 200 hp or less, 4 seats, fixed gear, fixed prop.
(3) single-engine, more than 200 hp, fixed gear.
(4) single-engine, 200 hp or less, retractable gear, controllable prop, landing flaps.
(5) single-engine, more than 200 hp, retractable gear, controllable prop, landing flaps.
(6) multi-engine, 400 total hp or less.
(7) multi-engine, more than 400 total hp.

j) Minimum Experience Requirements.

(1) In the case of complex and high performance aircraft (at levels 3 and 4 above) the member must meet the following minimum experience requirements.
    i. For members without an instrument rating: 250 hours total time and 5 hours in the make and model (or equivalent make and model as determined by the Chief Flight Instructor).
    ii. For members with an instrument rating: 150 hours total time and 5 hours in the make and model (or equivalent make and model as determined by the Chief Flight Instructor).
(2) In the case of complex and high performance aircraft at level 5 above, an instrument rating, 250 hours total time and 5 hours in the make and model (or equivalent make and model as determined by the Chief Flight Instructor).

k) Category 4 & 5 Six-Month Flight Check. No pilot may act as PIC of a Category 4 or 5 Club airplane unless either (1) such pilot has flown as PIC more than 200 hours in the specific make and model to be flown (or

equivalent make and model as determined by the Chief Flight Instructor) or (2) within the preceding six calendar months, such pilot has undergone an abbreviated flight check. This flight check will address pilot induced oscillation, brake usage and performance management. Instrument work will be at the discretion of the pilot or instructor as needed. This requirement will include instructing CFIs with less than the 200 hours in make and model (or equivalent make and model as determined by the Chief Flight Instructor), but flight time will be paid by the club. A six-month check in category 5 will also meet the category 4 requirements.

2. Checkout Policy for Full Time Instructors

New full-time instructors are expected to obtain checkouts in the Club's two-seat and four-seat fixed-gear airplanes. The flying hours required for these checkouts will be at the Club's expense. Full-time instructors desiring a checkout in the Club's retractable-gear airplanes or airplanes of over four seats must pay for the flying hours required, except as otherwise determined by the Board. Instructors remaining full-time for six months after the checkout are entitled to a refund of half of the checkout expenses they incurred. Instructors remaining full-time for nine months after the checkout are entitled to a refund of the remaining half of the expenses.

3. Only Qualified Members Fly Club Aircraft

No Member may permit a non-Member to fly a Club aircraft or permit a Member not qualified in a particular aircraft type to fly an aircraft of that type while it is in his/ her custody.

4. Fly from Right Seat Only if Authorized

No Member may take off or land a Club aircraft from the right seat unless she/he is a Club Flight Instructor or has been authorized to do so by the Chief Flight Instructor.

5. No FAR Violations

The Club adopts and enforces all Federal Aviation Regulations (FARs) and local field practices. It is each Member's responsibility to assure that no FARs are violated and that no local rules are ignored while a Club aircraft is in his/her custody.

6. No Flight Within 12 Hours of Alcohol Consumption

No Club Member shall perform any pilot duties in any aircraft within 12 hours after consuming any quantity of alcohol.

*** 7. Students Can Not Carry Passengers**

No student pilot may operate a Club aircraft with anyone else aboard other than a Club Flight Instructor.

*** 8. Recency Requirement for Student Solo**

Student pilots who have not logged

one hour of solo flight time within the preceding 30 days may not solo in Club aircraft until additional dual instruction by a Club Flight Instructor has been completed.

9. Recency Requirement for All Pilots

Any pilot who has not logged one hour of flight time within 90 days must be checked out by a Club Flight Instructor before flying Club aircraft.

*** 10. Pre-Solo Standardization Flight**

Pre-solo standardization flights with the Chief Flight Instructor or his/her designee are mandatory for all Club student pilots.

11. Pilot and Medical Certificate Records

As proof of licensure, identity, and medical status, all Members who intend to fly Club aircraft are required to take the following actions:

a) If intending to fly with a current Federal Aviation Administration (FAA) Medical Certificate ("Medical Certificate") issued under 14 C.F.R. Part 67, make two copies, each copy on the same sheet of paper showing:

i. current driver's license,
ii. current Medical Certificate, and
iii. current pilot certificate (or student pilot certificate, as applicable).

b) If intending to fly under 14 C.F.R. Part 68 (commonly known as "BasicMed") , submit two copies of:

i. current driver's license,
ii. Wings of Carolina 14 C.F.R. Part 68 Compliance Certificate (BasicMed Compliance Certificate) in the form approved by the Board from time-to-time,
iii. current or expired Medical Certificate which was issued after July 14, 2006 (If such Medical Certificate is not available, then other evidence that the Member held a valid Medical Certificate after July 14, 2006, reasonably acceptable to the Chief Flight Instructor, may be substituted.), and
iv. current pilot certificate (or student pilot certificate, as applicable).

Items b) i, iii and iv should be copied on the same sheet of paper.

c) Place one copy of the documents required by a) and b) above in the Member's folder and one copy in the Club's Pilot Records folder at the airport;

d) Perform this process:

i. for student pilots, prior to soloing,
ii. for pilots, prior to his or her first Club checkout,
iii. as each new Pilot Rating is obtained,
iv. as each new Medical Certificate is obtained, and
v. as each 14 C.F.R. Part 68 Compliance Certificate expires.

e) The Club Pilot Records Supervisor periodically will remove the Permanent Record copies and place them in the Club archives.

f) As part of the sign-off procedure for all FAA checkrides, Club aircraft checkouts, and Annual Club Proficiency Checks, Club Instructors are required to review these records in the Member's folder. Instructors are not permitted to authorize checkrides, checkouts, or Club Proficiency Checks unless these records are present, valid, and current.

g) All records required by this section must be complete at any time a Member acts as pilot in command. Failure to comply with this SOP in a timely manner may result in suspension of Membership or pilot-in-command privileges by any Instructor or Board Member.

12. Responsibility for Costs Incurred in Returning Club Aircraft to Base

Members are expected to cooperate in facilitating the repair and return of Club aircraft to base. Expenses incurred by Members due to maintenance problems will not be reimbursed unless authorized in advance by a Club Director. Expenses incurred by Members due to weather delays will not be reimbursed. If delayed by weather, it is expected that the Member will arrange to have the aircraft returned to base as soon as weather permits. If the Member is unable to personally return the aircraft, the Member is responsible for all costs associated with having the aircraft returned to base in a timely manner.

13. No Smoking Policy

Club pilots will not smoke or vape while inside any Club aircraft, inside the Club building, or within 50 feet of a Club aircraft or the Club building and will see to it that their passengers or guests observe the same rule. This is intended to promote fire safety, to preserve gyroscopic instruments from damage due to smoke particles, to protect aircraft interiors, and as a courtesy to other aircraft users.

14. Pet Carrying Policy

The board realizes that from time to time some club members may wish to carry pets in Club aircraft. In order to maintain safety for all passengers in the aircraft, all pets must be confined in an appropriate pet carrier and the carrier must be stowed securely in the aircraft.

The pilot in command member will be responsible for any damage or soiling caused by a pet in a Club aircraft.

15. Use of the Maintenance Hangar

The hangar shall not be used for purposes other than maintenance, such as defrosting, de-icing or pre flights, except in exceptional circumstances when explicitly authorized by the Director of Maintenance

III. RECORDING FLIGHT TIME, TRANSACTIONS WITH THE CLUB

1. Immediate Recording of Hobbs Time

Members are required to ***record all Hobbs*** time immediately after each flight, even if the plane never left the ground, and to do so accurately and legibly. Time sheets provided for this purpose are kept in each aircraft. Hobbs meter elapsed time is to be recorded. ***When the meter rests between numbers the next higher number is to be used***. Only if the Hobbs meter is inoperative may tachometer time be used.

2. Immediate Completion of Aircraft Check-In Procedure

Upon the termination of each flight, Members are required to check-in the plane by using the check-in process in myFBO accurately representing the completed flight. Transaction slips are provided by the Club as a backup and should only be used if myFBO is inoperative. Completed transaction slips shall be deposited in the gray box located at the Club facility.

3. Club Transactions

All transactions between a Member and the Club involving money, merchandise, flight time, or reimbursement MUST be entered using myFBO or on a transaction slip. ***The preferred method is via myFBO.*** Transaction slips are available and should only be used when myFBO is inop and must be deposited in the gray box at the Club facility or mailed to the Club's mailbox.

4. Failure to Appropriately Complete a Transaction

Failure of a Member to appropriately complete a transaction or to do so inaccurately may result in disciplinary action.

5. Responsibility for Aircraft Charges

All charges (tie-downs, landing fees, etc.) incurred away from base airport will be paid for by the Member. Fuel and oil purchases will be credited to the Member's account upon presentation of appropriate receipts attached to a transaction slip.

The member is responsible for the cost of any actual Hobbs time. *Should the flight be terminated early due to mechanical or any other reason, the member is still responsible for the cost of the time reflected by the Hobbs meter.*

6. Written Notification Required for Withdrawal or Change to Inactive Status

As stated in the By-Laws, Members wishing to withdraw from the Club, or to change their membership status, MUST NOTIFY THE CLUB IN WRITING. Failure to render written notice of such intent (either in the gray box at the Club facility or mailed to the Club's mailbox) may result in forfeiture of the refundable deposit.

7. Credit for Prepayments to Member's Account

Prepayments of $1,000 or more to a

Member's club charge account will be augmented by a credit of 2.5% of the amount of the prepayment. To qualify under this provision:

a) the payment must be made by check or ACH; and

b) the payment must be at least $1,000; and

c) after the payment is applied, the member's charge account surplus must be at least $1,000; and

d) if a portion of the payment was used to cover a charge account deficit, the 2.5% credit will not apply to that portion.

If the member resigns from the club within one month of the prepayment, the credit will be removed before the charge account surplus is refunded.

8. Member Accounts Must be Kept Current

Members should understand (as stated in the By-Laws) that all accounts with the Club must be kept current. At no time should a Member have an outstanding balance with the Club. Monthly dues are payable in advance of the month for which they are due, and all other charges (flight time or merchandise) must be paid for immediately at the time such charges are incurred or in advance. ***The preferred method is electronic payment via myFBO.*** Members whose accounts are in arrears are subject to suspension by the Treasurer or termination of Membership by the Board.

Each Member account with an unpaid balance owed for a full month or longer will be charged interest every month in the amount of 1.5% of such unpaid balance. In addition, each account with an unpaid balance of $100 or greater at the close of two consecutive months will be charged a penalty of 10% of the balance every month, beginning at the end of the second month. A $15.00 charge will be made for every check returned to the Club as uncollectible, either by the Club's bank or by any of its creditors. A second $15.00 charge will be made for every check twice returned to the Club. A Member who presents a nonnegotiable check to the Club (i.e., no signature, post-dated, disagreeing amounts, etc.) will be charged a processing fee of $15.00.

The Board may impose a fine or take other appropriate disciplinary action with regard to a Member who continues to fly Club aircraft when she/he is in arrears to the Club.

9. Minimum Daily Rental Charge

A Member must pay one hour rental (minimum) for each full day a Club aircraft is checked out. A full day is anything in excess of 8 hours in a 24 hour period. This daily minimum is not applicable if a delay in returning the aircraft to home base is due to mechanical difficulties; the daily minimum is applicable if the delay is due to weather (Club Members are specifically requested not to fly in weather below their personal minimums. Reasonable waiver appeals of this daily minimum charge are usually honored by the Board.) Please note related SOPs I.8 (No-

Shows) and II.12 (Responsibility for Costs Incurred).

10. Aircraft Deposit

No member is allowed to fly a club aircraft unless the club has received the correct deposit required for the aircraft to be flown.

IV. FLIGHT PLANNING AND WEATHER MINIMA

1. Navigation Charts Required for all Non-Local Flights

For all flights away from the immediate airport traffic area or the practice area, the pilot must have the appropriate navigation charts for the area of flight.

2. Weight and Balance

Overloading of aircraft is prohibited. It is the responsibility of each Member to know and abide by the authorized loading requirements and weight-and-balance limits of the aircraft to be flown.

3. Fuel Reserves

One hour of fuel reserve is required for both local and cross-country flights in Club aircraft. No flight in a Club aircraft may be initiated where preflight planning would indicate that less than one hour of fuel (at normal cruise settings) would remain in the tanks upon arrival at the destination or the alternate via the destination, if an alternate is required. Landing with less than one hour of fuel on board may result in disciplinary action. On cross-country flights, all pilots are required to perform enroute calculations to determine actual ground speed and fuel consumption to ensure that Club fuel reserve requirements will be met upon landing, i.e., no pilot may fly into fuel reserves.

*** 4. Student Fuel Reserves**

Student pilots may not initiate a flight in a Club aircraft where preflight planning would indicate any landing with less than 1/2 full tanks.

*** 5. Student Solo Cross-Country Requirements**

For all cross-country student solo flights, a student pilot must:

a) have specific written permission from a Club Flight Instructor for that particular flight;

b) file an FAA flight plan;

c) start each leg with full tanks and refuel before 1/2 capacity.

6. Weather Information

Before the initiation of any cross-country flight, Members are required to have secured up-to-date weather information covering the proposed route of flight and alternates.

7. Refuel After Flight

(When fuel service is available). Upon return to Raleigh Executive Jetport the pilot shall have the airplane refueled. In the absence of a special request by the next pilot scheduled to fly the airplane, standard practice shall be to refuel Cessna 152s to full tanks. Mooneys, Cessna 172s, and Warriors should be refueled to the tabs. This is requested not only to minimize condensation, but also as a courtesy to

Members who might depart at hours when fuel is not available at Raleigh Executive.

*** 8. Practice Area**

Unless the Chief Flight Instructor or the Board designates otherwise, the Club "practice area" shall operate only in VFR conditions and shall be defined as the airspace below 4,000 feet MSL bounded by Jordan Lake and US 1 on the East, US 421 on the West, and US 64 on the North.

Student pilots should be familiar with these boundaries and should be aware that the 120 degree radial of LIB VOR (113.0) flying "FROM", and the 225 degree radial of RDU VOR (117.2) "FROM" or 45 degrees "TO" when south of the field, cross the Raleigh Executive Jetport.

*** 9. Written Permission Required for Student Solo Flight**

No student solo flights, in particular night student solo flights, are to be made without written permission and supervision of a Club Flight Instructor. Blanket permission for student solo flying within the practice area must be in writing from a Club Instructor and appropriately logged. Instructors must also make a specific written log entry for blanket permission to fly to RDU, SCR, HRJ, or SOP. Otherwise blanket permission to leave the practice area will not be issued.

*** 10. Student Weather Minima**

No student pilot may make any solo flight in a Club aircraft without first obtaining current weather for TTA and the forecast weather from the Flight Service Station (FSS) (1-800WX-BRIEF) and observing the following weather minima current at TTA:

For flights in the TTA traffic pattern: 2,000 foot ceiling and 5 miles visibility;

For practice area flights: 3,000 foot ceiling and 5 miles visibility;

For cross-country flights: 4,000 foot ceiling and greater than 6 miles visibility current and predicted at all destinations;

	Ceiling	Visibility
Traffic Pattern	2000'	5 miles
Practice Area	3000'	5 miles
Cross Country	4000'	>6 miles

For all student solo flights: No crosswind component exceeding 6 knots and winds or gusts above 15 knots on the runway to be used will be permitted without specific logbook endorsement for different wind limits.

*** 11. Student Night Solo Restrictions**

Student pilot night solo flying may be done only after written permission from a Club Flight Instructor has been secured.

V. INSPECTIONS OF AIRCRAFT, REPORTING OF DISCREPANCIES, AND ACCIDENT POLICY AND PROCEDURES

1. Preflight Checks

a) Preflight Inspections
Members who are to act as Pilot-in Command of a Club aircraft are required to carefully and methodically make a preflight inspection of the aircraft. If a discrepancy is discovered which would in any way compromise the safety of the intended flight or be in violation or FARs if flown, the aircraft may not be flown. The Pilot In Command Club Member accepts complete responsibility for assuring that the aircraft for the proposed flight is airworthy, legal, and safe in all regards.

b) Consult Aircraft Maintenance Logbooks and Squawk Book
Aircraft maintenance log books are available for inspection, and should be used by the Pilot In Command to verify that proper maintenance has been accomplished. The deferred maintenance status of the aircraft must be checked in the "squawk book" maintained in the Club building and the flight must not be initiated if any item would compromise safety with regard to the pilot's experience level and skill.

c) Engine Run-Up
The flight must not be initiated unless an engine run-up indicates that the engine is running properly and developing full power at takeoff and all required associated systems are operating normally. All flight instruments which are required for the flight must be checked and operating normally.

d) Member Responsibility for Airworthiness
By initiating a flight in a Club aircraft, the pilot is declaring that he/she has complied with the provisions of this Standard Operating Procedure (paragraphs 1.(a) through 1.(c)) and has inspected the aircraft (per Club Flight Standards paragraph 3, “Preflight Inspection”) and accepts full responsibility for the airworthiness of the aircraft and that it is safe for the intended flight.

2. Post-Flight Tie Down

Upon completion of any flight, Members are responsible for assuring that the aircraft is properly tied down with gust locks, wheel chocks, tie down lines and window shades or aircraft cover in place. When returning to Raleigh Executive, Members are required to familiarize themselves as to which tie-down spaces are rented by the Club and to be sure that only those spaces are used. When away from Raleigh Executive, Members must insure availability of tie-downs or carry their own tie-down equipment.

3. Squawking Airworthiness Discrepancies

If a discrepancy is noticed, either by inspection or while using an aircraft, it is required that the discrepancy be noted in the squawk book provided at the club facility. If the discrepancy is of such a nature that the safety of the flight would in any way be

compromised (especially for a relatively inexperienced student pilot) notes should be made in an obvious fashion on the aircraft time sheet, the squawk book, and the status display Board, and the Club Maintenance Director or Chief Flight Instructor shall be notified immediately.

4. Aircraft Repairs Must Be Authorized by a Member of the Board of Directors

No repairs are to be permitted on any Club aircraft without specific approval from the owner of the aircraft or a Member of the Board. This policy also applies to any repair which might appear to be needed while the aircraft is away from Raleigh Executive on a cross-country flight. Repairs permitted by a Member without such authorization are his/her financial responsibility unless the Board authorizes reimbursement. All such repairs must be noted in the aircraft engine or airframe logbook and must be performed by or directly supervised by a certified A&P mechanic. Adding oil or brake fluid, checking tire pressure, servicing the battery, and tightening cowl fasteners are not considered repairs. Under no circumstances should a Member leave an aircraft away from Raleigh Executive without having first contacted a Board Member.

5. Accident Policy

All members should be familiar with the Club policy regarding accidents or incidents involving Club aircraft. Club Accident policy is to accomplish all actions required by safety considerations and to comply with all legal responsibilities as required.

6. Accident or Incident Procedure

The following procedures are the basic actions which must be taken in case of an accident or incident involving Club aircraft.

a) Secure the aircraft.
b) Administer first aid if immediately necessary.
c) Notify local authorities only if required.
d) Notify Club authorities (Always required.)
e) Assist Club authorities in notifying the FAA and/or National Transportation Safety Board (NTSB) if required.
f) Make no statements to anyone other than Club officials regarding an accident or incident unless legally required to do so.

The above procedures may be found in an expanded format in each aircraft on a laminated card. All members should review this card.

Additional procedures are published in the Club "Accident Policy and Procedure Manual" which is available as a separate document at the clubhouse. Also posted at the clubhouse is a complete listing of the names and phone numbers of all current Club officials.

7. FAA Inquiries

In the event that a representative of the FAA or other government agency requests information regarding the pilot of a Club aircraft, the Club will disclose to the representative the

name, telephone number, address, and e-mail address for the pilot shown on the schedule as having custody of the aircraft at the time in question. The person making this disclosure will also indicate that under Club policy, the person who scheduled the aircraft was not necessarily the pilot in command of the aircraft in question, for example, if multiple Club pilots were flying together. Such disclosures shall only be made by a Club Officer, the Chief Flight Instructor, or legal counsel representing the Club. Each member by scheduling a Club aircraft consents to such disclosures. The Club will notify the member that it has disclosed this information to the government agency, unless in the opinion of the person making the disclosure that this is not permitted by law. If a Club member, not an Officer or Chief Flight Instructor, receives an inquiry from the FAA or other government agency regarding the pilot of a Club aircraft, he or she will take a message from the representative and refer the matter to a Club Officer or the Chief Flight Instructor.

VI. AUTHORIZED USE OF CLUB AIRCRAFT

1. No Use of Club Aircraft for Commercial Purposes

Club aircraft shall not be used by Members for commercial purposes. No Member may offer transportation for a profit, although a Member may accept reimbursement for actual flight costs if used in connection with his/her business. Particular care must be taken that any flying of Club aircraft cannot be construed as a charter operation or a commercial service.

2. Landings Only at Airports

Except in an actual emergency, no landings shall be made on any area not recognized as an airport (i.e. listed on charts, having hangars, having other aircraft based there, having a wind indicator, or other such indications of regular use as an airport) unless specific approval has been secured from the Board or the Chief Flight Instructor in advance.

3. No Emergency Landing Practice Below 500' AGL

No emergency landing procedure practice initiated or terminated below 500 feet AGL is authorized while flying Club aircraft solo. The engine must be cleared every 30 seconds during such practice. Simulated emergency landing practice at night is not authorized unless conducted with a Club Flight Instructor at a lighted airport. Such practice must be completed above 500 feet AGL unless on final approach on the extended runway centerline and a VASI is present which indicates that the aircraft is at or above the glide slope. (Refer to Club Flight Standards.)

4. No Acrobatic Maneuvers Without Club Flight Instructor

No acrobatic maneuver, including spins, is authorized unless accompanied by a Club Flight Instructor and as part of a pre-arranged training sequence. In no case shall a Club aircraft be used for any maneuver prohibited by its Airworthiness certification. Exceptions to this policy

may be granted only by specific action of the Board.

5. Radical Bank or Pitch Maneuver Restrictions

No steep turns, stalls, spins, minimum controllable airspeed (V_{mc}) or any maneuver which exceeds 45 degree bank or 20 degree pitch may be initiated which would result in return to straight-and-level flight at an altitude below 2000 feet AGL.

6. Low Flight Restrictions

Except for the purposes of takeoff or landing or conducting a published instrument approach, or for dual instruction with a Club flight instructor of a maneuver which is part of a training curriculum, or practice of simulated emergency landings (see SOP VI-3), Club aircraft shall not be flown less than 1,000 feet AGL or less than 1,000 feet above the highest obstruction within 1 nm of the flight path. Specific prohibitions include, but are not limited to flight below these minimum altitudes for photography, ground observation, signaling, or "buzzing." When practicing ground reference maneuvers, no building, dwelling, or vehicle may be used as a reference nor may the altitude be less than 1,000 feet above the highest obstruction within 1 nm.
(Caution must be exercised with regard to obstacles, towers, power lines, and high terrain; and a vigilant traffic scan maintained.)

7. Runway Length Requirements

Landing on a runway shorter than 2,500 feet is prohibited in Club aircraft unless specific permission has been granted by the Chief Flight Instructor or the Board of Directors. Should either published Club policy or the owner's manual for a particular aircraft state a longer minimum runway length requirement that will be the minimum allowed runway length for that aircraft.

8. Unpaved Runway Restrictions

Landings and takeoffs on unpaved or grass runways may be made only after careful visual inspection or after specifically consulting competent authorities regarding the current condition of the field. The Club's Mooney M20S may only be landed at airports with hard surface runways.

9. Formation Flight

Unless otherwise specifically approved by the Chief Flight Instructor or the Board, close formation flight in Club aircraft is strictly prohibited. Flying in trail is permitted (as for the approach to Oshkosh for the annual Fly-In), but only when all of the following conditions are met:

a) A pre-flight briefing must be held on the ground, at which time agreement shall be made on the following items: 1) Exact route, altitude and speed to be flown by the lead aircraft; 2) The order of aircraft in trail behind one another; 3) The radio frequency which all pilots will use; 4) Exact procedure each following pilot will use to break off the formation if visual contact with the preceding aircraft is lost.

b) In no case shall aircraft follow at less than 300 feet in-trail separation to the rear of the preceding aircraft, regardless of the amount of lateral separation.

10. Flights outside the United States

Flights by the club aircraft outside the contiguous 48 continental United States ("International Flight") are only permitted when authorized by the Board of Directors or its designee in the Board's discretion. A member may request authorization for an International Flight, which the board may authorize after consultation with the Member and the Club's insurance carrier as well as considering such other factors as the Board may deem appropriate. The Board may impose conditions on approval, such as the Member pay incremental cost of insurance coverage.

VII. INSTRUCTING IN CLUB AIRCRAFT: INSTRUCTIONAL POLICIES AND FEES

1. Flight Instruction Given Only by Active Club Flight Instructors

a) No person may give flight instruction in a Club aircraft unless she/he is a certificated Flight Instructor with a current rating and has been approved and designated as a Club Flight Instructor by the Board. Such approval and designation may be withdrawn by the Board at any time.

b) The Chief Flight Instructor with the concurrence of two Board members may approve and designate a Club Flight Instructor subject to review by the Board.

c) Using guidelines set by the Board and subject to their review, the Chief Flight Instructor will establish the status of Club Instructors as Active or Inactive, and Full Time or Part Time. Only Active Instructors may give instruction in Club aircraft.

d) The approval and status of all Club Instructors will be reviewed each 12 months by the Board.

e) Club Instructors are not employees of the Club but are members who function as independent contractors when giving instruction.

2. Active Club Instructor Status

a) Club Instructors may be placed on active status by the Board or by the Chief Flight Instructor subject to Board review.

b) The Board will set the criteria to establish the status of Active Instructors as Part Time or Full Time.

c) Active Instructors shall enjoy the privileges of Full Club Members. The Board may set a fee structure for them which is different from that which applies to other Members.

d) The Chief Flight Instructor or a Board member may suspend the instructing privileges of an Active Instructor at any time for good cause; suspensions will be resolved as soon as possible and may require consideration by the Board.

3. Inactive Club Instructor Status

Inactive Club Instructors may not instruct in Club aircraft until such time as they have been placed on active

status by the Board or the Chief Flight Instructor.

4. Flight Instruction Only to Club Members

No Member may give flight instruction in a Club aircraft to a non-Member unless specifically allowed by Board action.

5. Flight Instruction Received Only From Club Flight Instructors

No Member shall receive flight instruction in Club aircraft from a flight instructor except those designated as a Club Flight Instructor unless specific permission is granted by the Chief Flight Instructor or the Board.

6. Exceptions to 5.

If special circumstances require that a Club pilot receive instruction in a Club plane from a certified flight instructor who is not a Club Flight Instructor (such as special clinics or programs), the Board or Chief Flight Instructor may authorize such instruction provided:

a) The Member is not a student pilot;

b) The Member acts as pilot in command for the flight(s) involved; and

c) The approval is for a specific date and place only.

7. Club Instructional Fees

Fees for instruction in Club aircraft shall be set by the Board and shall be collected from the students by the instructors. If a student misses an appointment, she/he may be charged for the scheduled instructional time. Instructors' fees are generally expected to include actual instruction time whether in-flight or on the ground.

8. Observance of all Club Instructional Programs and Flight Standards

All Club pilots and instructors are bound to observe Club instructional programs and Club Flight Standards as approved by the Board. Standardization of procedures and minimum levels of proficiency are important policies of the Club.

9. Club Instructor Proficiency Program

Club instructors who provide at least 50 hours of instruction to Club Members in a 1 month period will be eligible for one $125 credit per quarter to be used for flying Club aircraft to maintain their proficiency. Such flights must be dual with another Club instructor. To the extent practicable, such proficiency flight should be done in an aircraft owned by the club.

VIII. CLUB EXPECTATIONS FOR CLUB FLIGHT INSTRUCTORS

1. Club Instructor Requirements

All Club Instructors are required to meet the Expectations for Instructors established by the Board as applicable to their status.

a) All new flight instructors must

complete a flight check by the Chief Flight Instructor or a designee.

b) Instructors must have completed a Club Type Check in aircraft in which they will give flight instruction.

c) Instructional hours may be arranged at the mutual convenience of the instructor and the students with certain expectations as indicated below.

2. Expectations for all Instructors.

All instructors agree to:

a) Maintain a positive and cooperative approach toward Club members, airport personnel and the general public.

b) Treat all students and other Club members courteously and meet scheduled appointments punctually.

c) Maintain a professional appearance and demeanor at all times when acting as flight instructor, while at the airport or Club functions, and when appearing in the role of Club instructor at any public function.

d) Maintain safe aviation practices at all times including adherence to all FAA, airport, and Club regulations and procedures.

e) Be fully familiar with Club SOPs and Flight Standards and train to these standards.

f) Avoid FAR Part 135 commercial activities or the appearance of such activities with Club aircraft or members.

g) Attend flight instructor meetings called by the Chief Flight Instructor.

h) Cancel scheduled student training sessions only for good cause and with as much advance notice as possible.

i) Assist students in making arrangements for signoffs by another instructor for cross-country flights that may occur when the instructor will be unavailable.

j) Complete member training records required by the Club for all instruction in a timely manner.

k) Notify the Chief Flight Instructor or a member of the Safety Committee of any concerns regarding unsafe flight operations by any Club member.

3. Expectations for Full Time Instructors.

Full Time Instructors agree to:

a) Be available for instruction for students:

i. during reasonable working hours on weekdays.
ii. for at least the equivalent of two full weekend days per calendar month.
iii. for night flights as needed to meet training and checkout requirements for night flight.
iv. for at least 40 hours per week on a regular basis.

b) Make specific arrangements for a substitute instructor for any period of absence of more than one week if desired by a student.

c) Notify the Club Manager and Chief Flight Instructor when planning to be unavailable for more than two

consecutive weeks.

d) Accept any and all students as assigned by the Club Manager or Chief Flight Instructor if workload permits.

e) Be available on a reasonable basis to perform type and Club Proficiency Checks for members, ferry aircraft for maintenance, and sign up new members.

4. Expectations for Part Time Instructors.

Part Time Instructors agree to:

a) Be available on a reasonable basis to provide instruction and perform type and Club Proficiency Checks to meet the needs of Club members when these needs cannot be met by the full-time instructors.

b) Refrain from instructional activities which interfere with an adequate workload or variety of experience for the full-time instructors. This does not preclude training of primary students or giving instruction for new ratings or certificates.

INTRODUCTION

The safety record of our Club will directly depend on the level of Flight Standards we commit ourselves to practicing and enforcing. Below follows a list of Standards which the Club expects each Club instructor to teach as a minimum standard and each pilot Member to practice when flying Club aircraft.

These Standards do not speak to teaching techniques, which are the direct responsibility of each instructor - to use techniques (consistent with Club SOPs) which by experience have proved to be effective as used by the instructor. The instructor is responsible for producing a product (the flying skills and procedures of the student) which meets these Standards. All Club Members, and instructors in particular, are responsible for enforcing these Standards in the interest of safety.

These Standards will be revised as necessary. Suggestions are solicited from all Club Members. The Board will be the final authority for all Club Flight Standards after consulting with the Chief Flight Instructor and/or Safety Committee as necessary.

CLUB FLIGHT STANDARDS

1. Adherence to Club SOPs

All Club Members are expected to have knowledge of and adhere to the Club Standard Operating Procedures (SOPs). Standards deemed in the SOPs regarding scheduling, weather minimums, minimum field lengths, fuel reserve requirements, and local practices should be evident in the pilot's preflight planning.

2. Knowledge of Aircraft Flown

Club pilots are expected to have adequate knowledge of the aircraft flown by them. The Club written quiz (for type checkout) satisfactorily completed (open-book grade above 90%) is considered evidence of adequate knowledge. Regardless of this test, instructors are expected to assure knowledge of appropriate V-speeds, aircraft servicing requirements, emergency procedures, and performance capabilities of the aircraft for all check-outs and for flight training courses.

3. Preflight Inspection

Preflight inspection of the aircraft should be carefully completed by checking each of the following items (in addition to other items which are necessary for the particular type of aircraft):

a) Proper documents, manual, checklist, and weight and balance data on board.

b) Review of any outstanding discrepancies (squawk book, status board).

c) All necessary equipment on board (microphone, fire extinguisher, flashlight, etc.) and control locks removed.

d) Indicated fuel quantity adequate

for the flight including reserves required by Club SOPs.

e) Fuel tank sumps and other applicable fuel sumps drained and checked for absence of water and contaminants and for proper fuel type.

f) Landing gear, gear doors, and brakes checked for any signs of damage or wear which would compromise flight safety. Check for correct function of brakes. Check nose gear steering and shimmy damper.

g) Check for contamination of pitot probe and static ports and drain if needed.

h) Check engine compartment(s) for any signs of oil leakage, fire damage, or loose connections which would compromise flight safety.

i) Check oil dipstick for proper oil quantity and secure stick.

j) Check propeller(s) for looseness, bends, cracks, nicks, or oil leakage which would compromise flight safety.

k) Check alternator belts for correct tension and check (to the extent possible) other charging system components (including the battery if necessary).

l) Check all control surfaces for proper movement and actuator security and function.

m) Check all antennas for security.

n) Visually check fuel quantity in each tank and assure proper fuel cap security.

o) Check for entry door security and latching and check all windows.

p) Check that seat latches on seats to be occupied function properly and hold securely and that associated seat belts function properly.

q) Check that all cockpit controls and instruments function properly.

r) Check the aircraft to assure that all chocks and tiedowns have been removed.

s) Check all exterior surfaces of the aircraft for any signs of damage or mechanical failure and that they are clear of frost, ice and snow.

4. Use of the Checklist

Use of the checklist provided should be:

a) Timely (not read during critical phases of flight - i.e., go-around or landing);

b) Accomplished orally (challenge-response method encouraged);

c) Emergency Lists memorized (Fire, Engine re-start, Emergency gear extension/landing);

d) Normal Checklists not memorized (except Cruise and Before Landing for fixed-gear, fixed-prop aircraft).

5. Taxiing

Taxi should include a check of brakes leaving the blocks, and should be at an appropriate (slow) speed. Appropriate speed for conditions should be maintained primarily by varying power including the use of idle. Brakes should be applied only when

needed to supplement use of the throttle to maintain appropriate speed. To avoid propeller damage, taxiing on any surface other than smooth pavement should be accomplished with the elevator full up unless strong winds demand that crosswind taxi procedures be used. If any question exists regarding the suitability of any surface for taxi, the route should be walked and tested for surface condition and wing clearance in advance of taxiing. Clearing visually is required before taking any runway.

6. Radio Use

Radio use should conform to standards spelled out in the Airman's Information Manual (AIM) and should be consistent with local practices. Standard phraseology is expected.

7. Ramp Operations

For ground safety reasons, Club pilots are expected to take steps to minimize engine running on parking ramps. Consistent with good judgment and taking into account local conditions, as soon after start up as practical, the aircraft should be taxied to a remote area of the ramp or other area of the airport well away from pedestrian or vehicular traffic to accomplish before takeoff checklist activities demanding attention inside the cockpit. If possible, engine run-up should be accomplished near the takeoff end of the runway, the pilot being aware of common courtesies of prop blast and unduly delaying other aircraft. When arriving on the parking ramp after a flight, proceed with caution to the space of intended parking and shut down the engine as soon as practical.

8. Normal Takeoff

Normal takeoff should be accomplished:

a) Starting with at least 4,000 feet of runway ahead of the aircraft where available;

b) Using smooth power application and maintaining runway centerline;

c) Using techniques and procedures appropriate to the aircraft flown;

d) With a smooth rotation to the normal climb attitude.

e) At night with special care to hold runway centerline until well clear of all trees or other obstacles and to accelerate slowly to V_y so as to assure an adequate angle of climb until all obstructions are well cleared.

9. Mixture Leaning

Leaning is expected for all flights out of the pattern. Leaning techniques appropriate to the aircraft should be used.

10. Clearing Turns

Maneuvers, such as V_{mc}, stalls, or steep turns should be preceded by adequately clearing the area. Club pilots are expected to routinely scan for other traffic if not in actual instrument meteorological conditions on an IFR flight plan. Clearing before all turns (VFR) and during climbs is expected.

11. Stalls

Stalls should be recovered from with a positive reduction in angle of attack followed immediately by power application and appropriate clean-up. Spins are not authorized in Club aircraft. Pilots should stop any spin before rotating more than 1/4 turn. (Recognition and appropriate response should be stressed.) Pilots should stop spins by proper use of rudder, stick, and power.

12. Slow Flight

Slow-flight maneuvers (V_{mc}) should be flown to a standard of plus or minus 100 feet and roll-out to plus or minus 10 degrees.

13. Steep Turns

Steep turn maneuvers should be flown to a standard of plus or minus 100 feet and roll-out to plus or minus 10 degrees.

14. Simulated Emergency Landings

Simulated emergency landings should show an awareness of terrain height, wind direction, and field suitability. The aircraft should be flown plus or minus 5 KIAS of its recommended best glide speed and a rational flight path selected (spiral is recommended if more than 2,500 feet AGL). Engine restart procedure should be accomplished if time permits, and properly securing the aircraft for an engine-out landing should be accomplished in a timely manner. (Note: The mixture should be leaned during the glide after the restart checklist has been accomplished.) The engine should be "cleared" every 30 seconds. Restrictions listed in Club SOP VI-3, “No Emergency Landing Practice Below 500’ AGL”, should be observed.

15. Normal Landing Patterns

Normal landing patterns should be 1,000 feet above the airport elevation unless published otherwise. Entries should be standard as per the AIM or established local field practices. Landing patterns should be rectangular and at least a 1/4 mile stabilized final approach is expected. Speed control should be plus or minus 5 KIAS of desired speed, and flap application and power reductions should be timely. Club policy is to land Cessna single engine aircraft with 20 degrees of flaps for normal landings, and to use full flaps for short field or soft field techniques or when otherwise required. Piper and Mooney aircraft may be landed with full flaps for all landings. Traffic scan in the pattern is extremely important. Night landings should approach the runway clearly established on the runway extended centerline and not descending below the VASI (or ILS) glide slope if installed. For night landings where no vertical guidance is available, a minimum altitude of 300 feet above touchdown zone shall be maintained until short final so as to assure that all unlighted obstructions are cleared.

16. Instrument Competency Standards

Instrument Competency Standards include the execution of all maneuvers to reasonable "check ride standards."

If the successful outcome of any maneuver or approach is seriously in doubt and prompt corrective action is not taken (such as a missed approach or appropriate recovery) the Club Standards are not met.

17. Post-Landing Check

Clean-up of flaps, carburetor heat, etc., should be accomplished after leaving the runway or established in back-taxi. Clean-up on the landing roll is not recommended.

18. Adequate Fuel for Landing

Switching fuel tanks as part of the pre-landing check should be done only if the tank in use is nearly empty. (Switching for the sake of switching to the fullest tank has led to accidents. Adequate fuel is the only issue.)

19. Speeds to Fly

When flying Club aircraft, Club Flight Instructors and Club pilots should standardize on the speeds given at the back of this handbook. Uniformity is not so much the issue as safety. A uniformly enforced program of speeds which are known to be good allows for less misinformation or misreading of the manuals or misremembering or useless nit-picking. Programs which teach to a single standard can be shown to have fewer incidents.

20. Equipment Considerations for Flight in Instrument Meteorological Conditions (IMC)

Any pilot planning a flight which may encounter IMC should check the squawk book, the status display Board and the aircraft to make sure that all equipment necessary to safely complete the flight is operational. Furthermore, pilots should take into consideration their own levels of experience, skill and preparedness for each flight, and should not attempt flight in IMC with less operational equipment than necessary for safety.

21. Proficiency Check

As required by Club SOP II.1.f, each Club Member shall complete a Club Proficiency Check consisting of the items listed below. All applicable Club Flight Standards will be used as the minimum performance standards in the conduct of the Proficiency Check.

- A written quiz on the aircraft type, including weight and balance.
- A review of FAR Part 91.
- A review of in-flight decision making and cockpit resource management.
- A preflight review of Squawk Book and preflight inspection, including servicing requirements and checking of required aircraft documents.
- A demonstration of cockpit familiarity including the proper operation of all installed equipment.
- Review of emergency egress and use of fire extinguishers.
- Proper use of checklists.
- Proper start, taxi and run-up procedures.
- Proper leaning technique for aircraft type.
- Obtaining clearances, proper use of all radio equipment.

- Proper procedures for controlled fields and airspace.
- Normal, short field and soft field takeoffs.
- Climbs, descents and turns (by instrument reference for IFR pilots).
- V_{mc} and stall series (by instrument reference for IFR pilots).
- 45-degree steep turns in both directions (by instrument reference for IFR pilots).
- IFR holding and enroute procedures for IFR pilots.
- Instrument approaches (ILS and two non-precision) for IFR pilots.
- Normal, short field and soft field landings.
- Aircraft shut down and securing.
- Review of Club rules, weather requirements, minimum runway lengths, Club Flight Standards, Club maintenance policy.
- Review of Personal Minimums Checklist.
- Completion of three safety activities (recognized by the Safety Committee) within the previous twelve calendar months.

Membership Categories and Privileges

	Full Member	Member	Associate Member
Application Fee	$200[1]	$200[1]	$25
Dues	$65	$15	$20
Upgrade Cost		$0[2]	$200
Driver's License Check	Yes	Yes	Yes
Deposit Required	Yes	Yes	No[3]
Hand Scan Building Access	Yes	Yes	Yes
Use/schedule Simulator	Yes	Yes	Yes
Use General Amenities	Yes	Yes	Yes
Purchase Pilot Supplies	Yes	Yes	Yes
Fly Club Planes	Yes	No	No
Use/schedule Instructors	Yes	Yes	Yes
Vote	Yes[4]	Yes[4]	No[4]
Eligible for Board	Yes	Yes	No

1. If more than one member of a family joins the club at substantially the same time, only one application fee shall be charged. Family member means the person's domestic partner or a child under the age of 25 sharing the same home.
2. $45 dollars if in "Member" level for less than 3 months, unless approved by Board.
3. Current members transitioning into this category are requested to retain their current deposit.
4. A Member will only be eligible to vote if the Member is an Active Member under Article I, Section 3, of the By-Laws and has a deposit with the Club to fly at least one make/model of Club aircraft. A Member who is a Club Flight Instructor will be eligible to vote if he or she has a deposit with the Club to fly at least one make/model of Club aircraft or if he or she has completed a Club Proficiency Check within the 12 calendar months preceding the election. A person on the waiting list for membership with a temporary deposit shall not be eligible to vote.

Purpose of Each Member Category

Full Member:	Fly club plane
Member:	Temporary break from flying club planes due to medical condition, students gone for summer, etc or fly their own plane and want to be eligible to vote and run for board
Associate Member:	Fly non-club planes.

No membership level provides for operation of a business from the club facility.

Absentee Balloting.....7, 10
Accidents 27, 39
Accounts 9, 23
Acrobatic.....28
AGL 28, 29, 38
AIM.....37, 38
Air Speed.....25, 38, 48
Airspace 25, 40
Airworthiness.....26, 28
Alcohol 19
Alternate Airport.....24
Altitude 29, 38
Angle of attack.....38
Application ..... *See* Membership
Approach.....28, 29, 32, 38, 39
Arrears 3, 23
Assistant Treasurer 4, 9
Attitude, Positive 1, 5
Ballot.....10
BasicMed 20
BasicMed Compliance Certificate 20
Battery.....27, 36
Board of Directors 1, 3, 4, 6, 7, 8, 9, 10, 7, 11, 12, 13, 15, 27, 29
Brakes 36
Buzzing 29
Ceiling.....25
Certificates 17, 33
Medical .*See* Medical Certificate
Cessnas 24, 38
Chapel Hill Flying Club.....1, 3
Charges 11, 22
Charts.....24
Checklist 35, 36, 38
Chief Flight Instructor 5, 10, 12, 15, 17, 18, 19, 20, 25, 27, 28, 29, 30, 31, 32, 33, 35
Clearance 37
Club Frequency.....16
Club Manager 12, 32, 33
Club Officer..... 28
Cockpit 36, 39
Complexity Levels of Aircraft... 17, 18
Constitution 8
Cross-Country 24
Crosswind..... 25, 37
Damages 11
Director..... 6, 7, 8, 9, 10, 21
Dues.....*See* Membership
Elections 7
e-mail..... 12
Emergency..... 28, 29, 35, 38, 39
Endorsement..... 18, 25
FAA 20, 21, 24, 27, 28, 32
FAR 17, 18, 19, 32, 39
Ferry 33
Flights
International..... 30
Formation 29
Frequency 29
FSS 25
Fuel Reserves 24
grass runways 29
Ground Reference Maneuvers 29
High Performance..... 18
Hobbs Meter 22
HRJ..... 25
IFR..... 17, 37, 40
ILS 38, 40
IMC 17, 39
Incidents .....*See* Accidents
Instructors..... 31, 32
Active 30
Full Time 32
Inactive 30
Part Time 33
Proficiency Program 31
Instrument Rating 18
insurance..... 9
Insurance 11

International Flights 30
Landings 28, 29, 38
License 4
Logbooks 26
mailbox 9
Maintenance 9, 15, 21, 26, 33, 40
Maintenance Hangar 21
Medical 20
Medical Certificate 20
Meetings 6
Membership
  Application 4, 8
  Application Fee 41
  Categories 41
  Dues 41
  Privileges 41
Minimums 23, 35
Mooneys 24
myFBO ..... ii, 22, 23
Newsletter 9, 13
Night 17, 18, 25, 38
Notice 12
NTSB 27
Officer 6, 7, 8
Oshkosh 29
Outstanding Balance .... *See* Arrears
Passengers 19
Pattern, Traffic..*See Traffic Pattern*
Pets 21
Photography 29
Pilot Certificates 20
Pilot Records 20, 21, 32
Piper 38
Pitch 29
Power 9, 26, 29, 36, 37, 38
Practice Area 24, 25
Prepayment Credit 22
President 4, 6, 7, 8, 9, 10, 12, 13
Proficiency Checks ... 17, 18, 21, 33
Quorums 6, 7, 9, 13
Radio 8, 29, 39
RDU 25
Records 9
  Pilot ..... *See* Pilot Records
Recreational Pilot 4
Repairs 15, 27
Retractable Gear 18, 19
Right Seat Flying 19
Safety Committee 10, 12, 32, 35, 40
SCR 25
Secretary 7, 8, 12
Sectional ..... *See* Charts
Six-Month Check 18
Smoking 21
Solo, Student 19, 24, 25
SOP 25
Speeds to Fly 48
Spins 28, 29, 38
Squawks 26, 39
Student Solo ..... *See* Solo, Student
Tachometer Time *See* Hobbs Meter
Takeoffs 29, 40
Traffic Pattern 25, 48
Transaction Slip 22
Transactions 9, 22
Treasurer 4, 5, 7, 9, 11, 23
Treasurer, Assistant ... *See* Assistant Treasurer
TTA 25
Unpaved Runway 29
VASI 28, 38
VFR 25, 37, 48
Vice-President 4, 6, 7, 8, 10
Visibility 25
VOR 25
Voting 3, 6, 8, 10, 13, 41
Warriors 24
Weather Minima 24
Weather Minima, Students 25
Weight and Balance 24
Winds 25, 28, 37, 38
Wings of Carolina Flying Club 1, 3

Speeds to Fly†

(See Flight Standard 19, page 39)

	C-152		PA28-161		C-172SP		M20-J	
	Flaps	KIAS	Flaps	KIAS	Flaps	KIAS	Flaps	KIAS
Normal Climb*	**0°**	**65**	**0°**	**80**	**0°**	**80**	**0°**	**95-105**
Obstacle Clearance Climb	**10°**	**54**	**0°**	**63**	**10°**	**56**	**takeoff**	**66**
			or					
			25°	**52**				
Best Glide	**0°**	**60**	**0°**	**73**	**0°**	**68**	**0°**	**85**
Initial Approach								
[VFR Traffic Pattern]	**0°**	**70**	**0°**	**80**	**0°**	**90**	**0°**	**100**
Approach / Landing								
	Stabilized Short Final							
Normal	**20°**	**65**	**40°**	**65**	**20°**	**65**	**full**	**80 / 71 ****
Short Field	**30°**	**54**	**40°**	**63**	**30°**	**61**	**(NA / normal ops.)**	

† These recommended speeds are not intended to replace WCFC checklists, describe technique, nor substitute for type-specific training by a WCFC instructor.

* WCFC standards may differ from V_Y speeds for purposes of adequate cooling, forward visibility, forward progress, and standardization

** WCFC recommends 80 KIAS final approach & 71 KIAS crossing the threshold