

Cowtown Flying Club (CFC)

Rules and Operating Procedures (Effective: May 1, 2019)

Part 1: MEMBERSHIP

1.1 Membership in the Club is a voluntary privilege. The initial number of Members in the Club is limited to 25 total Members and may be amended as future aircrafts are acquired.

Membership is provisional and may be terminated by the Club Board of Directors or President at any time with or without cause with the exception of the Office of the Founding president. Any member whose membership in the Club is terminated shall have no recourse against the Club, any Member, or any Officer of the Club for any reason.

All flying members will be current due-paying members. New flying members will pay a onetime \$135.00 initiation fee and all flying members will pay a \$35.00 monthly due. Non-flying associate memberships will be \$10.00 annually.

1.2 Monthly dues not received by the 10th of the applicable month will be considered past due and at that time the members status may be limited until all dues/fees have been paid.

1.3 There will be no prorating of dues upon joining or leaving the club. Membership runs one year to the date of join date.

1.4 Prospective flying members should download the "New Membership Checklist" from the website and follow it closely.

1.5 Upon receipt of a new membership application documents, CFC Club Officers will review application materials, contact listed references, and render a decision on whether admittance is granted. Applicants will be notified via email of acceptance or denial.

1.6 After new applicant initiation fee is received, the CFC officers will notify the new member via email and the new member will receive login credentials for the booking platform and be placed on active status. It is then the responsibility of the new member to schedule a checkout/orientation flight with an CFC Checkout Instructor. Once this flight and operations orientation is completed the new member will return the signed and completed "Record of Aircraft Checkout" and the "Aircraft Questionnaire" to the CFC Secretary at haideratti@gmail.com.

1.7 A non-flying "Associate Membership" is offered and encouraged by the club for non-pilot members who are enthusiasts or supporters of the club. Associate members will receive all official club communication and be invited to club meetings, social events and hangar activities. The CFC Associate Membership is \$10 per year payable through PayPal or US mail.

1.8 An appropriately rated and current Certified Flight Instructor may be selected to the club as a "CFI-Only" member in which dues are not collected. Flight in CFC aircraft without a flying member on board is prohibited. Only active flying Club Members may receive primary flight instruction in club aircraft.

1.9 CFC reserves a very special "Emeritus" membership status to prominent individuals either in the club's history or the aviation community at-large.

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- 1.10 Membership will only be limited at such time scheduling conflicts become an issue.
- 1.11 A member may withdraw from the CFC upon notification to the Club in writing no dues will be refunded.
- 1.12 A member may be expelled by the Board of Directors or President at any regular or special meeting of the Board. Ten (10) days notice shall be given to such member who shall have the right to appeal to the membership at a meeting of the CFC called for this purpose.
- 1.13 Active members agree to assist with supervised maintenance duties, aircraft and hangar cleaning, as well as membership/safety meetings.
- 1.14 Active members agree to support the mission of EAA Chapter 670.
- 1.15 A general monetary assessment on the membership (except the regular dues) shall be made only with the approval of the majority of the CFC members.
- 1.16 No member may authorize expenditures or otherwise incur financial obligations in the name of the CFC except as expressly provided for in these bylaws or other regulations duly promulgated by the CFC membership.

Part 2: CLUB MEETINGS

- 2.1 Club meetings are critical to safety, operations and logistical understanding.
- 2.2 Monthly CFC meetings will be conducted at a date, time and location directed by the Club President. This information will be e-mailed to members and posted to the club website at least one week prior to the meeting by the Club Secretary.
- 2.3 Attendance at all CFC meetings is expected and encouraged.
- 2.4 Special meetings of the members may be held at such time and place as the President may determine, or may be called by a majority of the Club Officers or by written petition of at least ten (10) members. It shall be the duty of the Secretary, or other designated officer, to call such meetings within thirty (30) days after such demand.
- 2.5 Notice of a special meeting of members shall be given by the Club Secretary in the same manner as the notice required for the regular meetings.
- 2.6 At any meeting of the members, a quorum shall consist of twenty-five percent (25%) of the active members who are in good standing.
- 2.7 At every meeting of the members, each active member shall have only one vote. Non-flying associate members will not have a vote.
- 2.8 A majority vote of the active members present is necessary for the adoption of any resolution. and

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2.9 Parliamentary procedures will be followed and minutes will be kept at all meetings.

2.10 An active member who is unable to attend a meeting may vote by proxy. The proxy must be in writing, must identify the member by signature or email source, and must clearly identify the agenda item and the member's position.

2.11 Individual issues and changes to the CFC Rules and Operating Procedures may be made by email vote without a formal meeting. These issues/changes must be emailed to all members by the President or his designee. A seven-day period will be allowed for every member to comment and the active members to vote and, if they choose, to change their vote during this period. All votes using this method must be sent to all members (no secret ballot) and fifty- one percent (51%) of the active members must approve for the change to pass.

Part 3: CLUB OPERATIONS

3.1 Only active, current flying-members who have completed the appropriate application process and been approved by the Club Officers for admission may fly CFC aircraft.

3.2 Aircraft checkouts will be in accordance with the CFC Insurance requirements and club rules and conducted by a club-approved flight instructor.

3.3 At the time of checkout the applicant must have been approved through the application process, paid all required dues, and furnished copies of all applicable documents.

3.4 Members must meet all FAR 61 requirements to perform PIC duties in the club aircraft.

3.5 Flight hours are paid for on an "as flown" basis using "dry" rates of \$35.00 per Hobbs hour for N6046K and \$50.00 per Hobbs hour for N1470L.

3.6 Each month, the Club Treasurer will audit the flight record log and issue a monthly statement based on the dry rate multiplied by Hobbs hours flown. Members will have until the 10th day of the month to pay for flight time. Failure to do so will result in placement in an inactive status until account is made current. Payments may be made through PayPal or US mail

3.7 All members of the CFC shall comply with all Federal Aviation Regulations, State, Airport, and CFC Rules and Operating Procedures while operating CFC Aircraft.

3.8 Club Members must perform a thorough pre-flight inspection of the aircraft, including a visual inspection of the fuel quantity, prior to commencing flight. Any damage or discrepancies discovered by a scheduled Club Member will be assumed to be the responsibility of the previously scheduled Club Member unless the damage or discrepancy was reported to a Club Officer previously. If a condition is discovered which may affect the airworthiness of the aircraft, a Club Officer must be notified, and the aircraft shall not be flown until cleared by a licensed aircraft mechanic or the Club Maintenance Officer.

3.9 Smoking is prohibited in CFC aircraft.

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3.10 Flight following is suggested for all cross-country flights.

3.11 It is the responsibility of the PIC to check the flight record log in the aircraft before it is flown. The pilot will report any new maintenance issues both in the flight record log in the aircraft and by notify the Club Maintenance Officer or other Club Officer of any discovered maintenance issue.

3.12 All flights will be entered into the flight record log located in the aircraft.

3.13 Flight plans must be filed with the FAA for all student solo cross-country flights in excess of fifty (50) nautical miles. Student pilots shall not fly CFC aircraft solo when surface winds are gusting to 10 knots or the crosswind component exceeds 5 knots or fly outside the local traffic pattern area when weather conditions are less than 3,000 feet ceilings and 5 miles visibility without explicit approval of their CFC flight instructor for that specific flight.

3.14 Aircraft are scheduled on a first-come, first-served basis using the web-based scheduler. Aircraft may be unexpectedly downed for maintenance and the CFC regrets that it cannot guarantee any plane reservations.

3.15 Aircraft refueling after each flight will be the responsibility of the scheduled Club Member and will follow the guidelines specific to the aircraft flown. Aircraft N6046K will be topped off on each tank. Aircraft N1470L will be filled to at least the oval notches on the tabs (approximately 40 gallons.) Refueling is to be accomplished at Hick's Field or by getting fuel at Meacham or Alliance and recovering directly to Hick's Field.

3.16 Each pilot will secure the aircraft in a clean manner with trash and charts, etc., removed; leave the aircraft with seat belts straightened and chocks in place. The aircraft should be wiped down after each flight. The windshield should be cleaned after each flight using water or products not harmful to the surface. Ammonia based window cleaners may never be used on acrylic surfaces.

3.17 Members should use the aircraft tow bar for ground handling and use ladders and steps (when available) instead of stepping on the wing struts when checking fuel levels.

3.18 If a member cannot return an aircraft as scheduled the member should directly contact the next scheduled member and try to coordinate around a given conflict before causing inconvenience to the next scheduled Club Member. If unable to contact the next scheduled Club Member, the current Club Member must contact a CFC Club Officer and coordinate an appropriate plan of action. A listing of Club Officer and Club Member names and telephone numbers are in the aircraft in the flight record log.

3.19 If the member chooses to abandon the aircraft away from the aircraft base all expenses incurred by the CFC in returning the plane may be borne by the Club Member at the discretion of the Club Officers.

3.20 Only a licensed aircraft mechanic may perform maintenance on CFC aircraft under the guidance of the Club Maintenance Officer (with the exception of preventative maintenance items authorized to be performed by the PIC).

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3.21 Members may be held responsible for negligent acts that cause unnecessary expenses/damages. (E.g. Master Switch left on, not refueling an aircraft, pushing an aircraft into another aircraft or obstacle while parking, etc.)

3.22 Aircraft must be chocked, tied down securely and have the control wheel lock installed at the end of each flight if it is not to be stored in a closed hangar. Lock the aircraft door(s) if able.

3.23 Familiarity with hangar door operations and the importance of key combination lock must be understood and practiced by each member.

3.24 Open the hangar doors wide enough to ensure safe movement of the aircraft into and out of the hangar. Make full use of available personnel to help walk the wings of the aircraft to ensure clearance when towing the aircraft through the open hangar doors and to avoid conflicts with other aircraft or equipment in or around the hangar.

3.25 Ensure the hangar doors are fully closed and locked before departing.

3.26 Only FAA Certificated Flight Instructors (CFIs) approved by the President and / or the Vice President are allowed to provide instruction in Club aircraft. The Safety Officer may evaluate Club instructors.

1. The list of approved Club CFIs are published on the Club's website
2. Club CFIs are prohibited from providing instruction in Club aircraft unless both the CFI and pilot or student pilot are classified as CFC Members in good standing.
3. All Club CFIs must be Members in good standing of the Club.

Part 4: VIOLATIONS

4.1 Rules and regulations and standard operating practices are the basis of any successful flying club.

4.2 These rules and regulations will be revised and reissued by the Board of Directors as required.

4.3 Members are responsible for being familiar with, and abiding by, the latest policies as promulgated by the Club Officers as well as pertinent information presented during Safety/membership meetings. In particular, these rules, regulations and meetings familiarize members with the way in which club matters are to be handled and serve as a reference upon which to base action.

4.4 Violation of Federal Aviation Regulations (FARs), State, Airport, and/or CFC rules by a member may result in expulsion or suspension from the club as specified in the CFC Rules and Operating Procedures.

4.5 All reasonable courses will be pursued in regard to a problem between Club Officer(s) and member however, by joining the CFC members acknowledge the right of the CFC officers to terminate a membership without refund through the methods listed in the CFC Rules and Operating Procedures.

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Part 5: CLUB OFFICERS

5.1 The officers for the club shall be President, Vice-President, Treasurer, Safety Officer, Secretary, and Maintenance Officer. The collective group of officers shall be referred to as the "Club Officers."

Currently, the President, Vice-President, Treasurer and Secretary are "non-elected" positions. Safety Officer and Maintenance Officer are open for elections. These two positions will be announced during our first board meeting. Safety Officer and Maintenance Officer shall serve for a term of twelve (12) months or until their qualified successors are elected.

5.2 Each officer shall be elected annually from the active membership of the CFC at the annual November meeting of the members.

5.3 In case of a vacancy of a Club Officer, the remaining Officers may fill such vacancy by appointment from the CFC membership.

5.4 Regular meetings of the Club Officers shall be called at a time and place to be determined by the President.

5.5 Special meetings of the Club Officers shall be called at any time on the order of the President or on the order of a majority of the Officers.

5.6 Notice of special meetings of the Club Officers stating the time and the purpose shall be emailed/texted or similar to all Club Members no later than three (3) days before the day appointed for the meeting. If a quorum of the Club Officers shall be present at any meeting, any business may be transacted without previous notice provided that each of the Officers not present be provided with minutes and summary of any business conducted in their absence.

5.7 The Club Officers shall be required to keep a complete record of all their acts and proceedings of their meetings and to present a full statement at the regular meeting of the members, showing in detail the condition of the affairs of the CFC.

5.8 The Club Officers may assign to any volunteer member any duty or office which the Club Officers and President's approval deem appropriate and necessary to the conduct of the CFC and which is not otherwise expressly provided for in these rules and operating procedures.

5.9 The Club Officers may engage salaried personnel or outside contractors to do and perform such services on behalf of the CFC as the Club Officers deem appropriate and necessary.

5.10 The Club Officers shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of CFC property and to do and perform or cause to be done and performed any and every act which the CFC may lawfully do and perform.

5.11 Each Officer shall be indemnified by the CFC for any and every act which the CFC may lawfully do and perform.

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5.12 PRESIDENT

a. The President shall be the Chief Executive Officer (CEO) of the CFC. The President shall preside at all meetings of the CFC and the Club Officers. The President may call any special meeting of the members or the Club Officers and shall have, subject to the advice and control of the Club Officers, general charge of the business of the CFC, and shall execute, in the name of the CFC, all contracts and instruments which have been first approved by the Club Officers;

b. The President will sign all checks executed in the name of the CFC.

c. The President shall be responsible to the Club Officers and the members for the operation of the CFC. The President shall make and enforce decisions regarding the suitability of all equipment and the qualifications of all members, except for himself or herself, for each type of flight operation. The President shall report with recommendations all violations of such rules by any member of the CFC to the Club Officers.

5.13 VICE-PRESIDENT

a. The Vice-President shall be vested with all the powers and shall perform the duties of the President in case of the absence or disability of the President.

b. The Vice-President shall also perform such duties connected with the operation of the CFC as he/she may undertake at the suggestion of the President.

5.14 SECRETARY

a. The Secretary shall keep the minutes of all proceedings of the members and of the Club Officers. The Secretary shall attend to the giving and serving of notices of all meetings of the members and of the Club Officers. The Secretary shall keep the Rules and Operating Procedures, and such other books and papers as the Club Officers may direct. The Secretary shall execute, in the name of the CFC, contracts and instruments which have been first approved by the Club Officers.

b. The Secretary shall perform all duties incident to the Office of the Secretary, subject to the control of the Club Officers. c. The Secretary shall also perform such duties connected with the operation of the CFC as the Secretary may undertake at the suggestion of the President.

5.15 TREASURER

a. The Treasurer, or, if unable, the President shall sign, in the name of the CFC, all checks for the expenditures authorized by the Club Officers.

b. The Treasurer, or his/her designate, will provide a monthly report of the financial status of the CFC to the Club Officers and, to the Club Members.

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c. The Treasurer or the President shall report on the 1st of each month if any members are delinquent in their financial obligations to CFC and will notify the President when such delinquencies have been paid.

d. The Treasurer shall perform all duties incident to the Office of the Treasurer, subject to the control of the Club Officers, and shall be responsible for the timely filing of State and Federal tax returns for the CFC.

e. The Treasurer shall also perform such duties connected with the operation of the CFC as he/she may undertake at the suggestion of the President.

f. The Treasurer is authorized to expend CFC funds in payment for all normal fixed costs of the CFC. The Treasurer must obtain prior approval from the President for any expenditures.

5.16 MAINTENANCE OFFICER

a. The Maintenance Officer shall be responsible for maintaining current information in the logbooks of the club aircraft.

b. The Maintenance Officer shall be responsible for maintaining the aircraft in proper operating condition, by or under the supervision of a properly certificated aircraft and power plant mechanic, and for obtaining all inspections, major overhauls and for compliance with all Airworthiness Directives for the aircraft.

c. The Maintenance Officer shall be responsible for all papers required to be carried in the aircraft and for the execution of all papers required upon the completion of inspections and major repairs.

e. The Maintenance Officer will manage the aircraft status in the booking platform while repairs or scheduled maintenance would make them unavailable.

f. The Maintenance Officer, or a designee as approved by the Officers, may authorize expenditures up to \$500.00 for routine maintenance without Board approval. However, The Maintenance Officer must consult with the Treasurer before authorizing any work to determine whether there are sufficient funds to pay for the work.

5.17 SAFETY OFFICER

a. If damage is incurred to an aircraft or to CFC equipment, the responsible pilot shall provide a written statement to the Club Officers. The Safety Officer will coordinate with the President to then decide whether or not to convene a Safety Board.

b. If convened, a Safety Board shall consist of such members of the CFC as designated by the Officers with the exception of any Officer(s) who may have been involved with the accident/incident.

c. The Safety Board shall take all steps necessary to ascertain the facts, conditions and circumstances of the accident; shall arrive at conclusions regarding the probable cause and the responsibility for said

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accident; and shall make known to the Club Officers, and to all parties involved in the accident, its findings in the form of a written report.

d. The Safety Officer has the authority to ground the aircraft or any Club Member for flight or ground safety issues providing the Club Officers is immediately notified.

e. The Safety Officer will provide safety topics of pertinence to regular and called meetings.

f. The Safety Officer may analyze safety trends within the CFC and/or other similar clubs and keep members abreast of any issues which may be detrimental to flight and ground safety.

5.18 HEARINGS

a. The Club Officers, upon receipt of the findings of the Safety Board, shall offer to all parties involved in the accident the opportunity of a hearing. Member responsible accepts financial responsibility for all damage to CFC aircraft due to fault or negligence, while operating or attempting to operate, up to the amount of the CFC insurance deductible. The exceptions are in cases of routine mechanical problems/failures. However, after the hearing, or if such hearing is waived by all parties involved in the accident, the Club Officers has the authority to reduce financial responsibility of the member if there are extenuating circumstances. The decisions of the Club Officers shall be final.

b. All financial obligations imposed on any member as a result of the decision of the Club Officers shall be satisfied within thirty (30) days of written notice.

Part 6: MISCELLANEOUS

6.1 SURPLUS The net savings or surplus remaining after all operating costs and other expenses have been paid shall remain in the CFC's treasury for the purchase of new equipment, for contingencies, or for the purpose of reducing the hourly rates for flying as determined by the membership. The net savings in any event shall not be distributed to the members for their individual use. In the event of dissolution of the CFC, the assets of the CFC shall be distributed according to the dissolution formula.

6.2 DISSOLUTION a. Purpose – The purpose of this article is to define the method to dissolve the CFC and the distribution of assets of the CFC in the event of its dissolution. b. Method – The CFC will be dissolved if approved in writing by Active Club Member majority. c. Asset Distribution – Active Members will select three (3) trustees to dispose of the assets of the organization and to file the necessary documents to terminate the organization with the state and federal government. The trustees will use existing assets to pay all debts and obligations of the organization, and to hire counsel if required to complete the termination of the organization. After all debts and obligations are paid, the club will offer a non-profit organization promoting general aviation any aircraft or funds that are remaining.

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6.3 AMENDMENTS These bylaws may be repealed or amended or new bylaws adopted at any meeting of the members called for that purpose or any regular meeting of the members by a majority vote of the members present and voting.

6.4 LIABILITY CFC, its Members and Officers, is not liable for any activities of individual members. Any such activities shall be conducted solely at the risk and responsibility of that member.

Part 7: PURPOSE and INTENT OF CFC

7.1 A successful club is for all members to approach this as "our" Club with the following goals in mind:

a. Promote, encourage, and facilitate general aviation activities that provide educational opportunities.
b. Support the mission, vision, goals and objectives of the Experimental Aircraft Association (EAA) Chapter 670, Fort Worth, Texas. **c.** Provide a convenient means for flying at the most economical rates for its members.

d. The motto of CFC is: Keep it safe, fun and improve aviation education. **e.** To provide aircraft that are maintained in a safe and certified manner to meet and exceed safety goals and pride in the club. To encourage use of the club aircraft with ALL members directly involved in participation through appropriate maintenance support opportunities (i.e. aircraft wash/wax or annual inspections under maintenance/safety officer supervision, etc.) as well as safe and rewarding flight experiences. **g.** To generate revenue through aircraft flight operations in a cost-effective manner. **h.** To fly safely while furthering general aviation education in a professionally manner.