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***NAPERVILLE FLYING CLUB***

**POLICY AND PROCEDURE MANUAL**

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## **POLICY AND PROCEDURE MANUAL**

### **I. MEMBERSHIP**

#### **A. Official Prospect List**

The Club shall maintain an Official Prospect List ("OPL") of prospective members. The OPL shall be maintained by the Club Membership Chairman. An applicant must attend a regular Club meeting before being added to the OPL. Once on the OPL, an applicant must attend at least one regular Club meeting every three months to keep his/her name under active status. If an applicant fails to attend at least one meeting every three months, he/she will be dropped from the OPL. An official record of attendance shall be kept by the Club's Membership Chairman.

#### **B. Membership Offering Process**

The Club membership is limited to fifty people by its By-Laws. If the Club has fewer than fifty members, an applicant can become a member (Regular Member) of the Club by purchasing an authorized number of shares directly from the Club. If the Club has fifty members, an applicant can only become a member (Regular Member) by purchasing some or all of the shares of a deceased, resigning or dismissed member. The Club prefers to sell the full number of shares owned by a deceased, resigning or dismissed member and will attempt to do so as quickly as possible. The Club Membership Chairman, or other Club officer in his absence, shall conduct the sale of shares of a deceased, resigning or dismissed member. A sale of such shares shall be conducted as follows:

1. The full number of shares owned by a deceased, resigning or dismissed member shall be offered first to applicants who are present

at a regular Club meeting; the applicants shall be polled in the order in which their names appear on the OPL; applicants may accept or decline the purchase of the full number of shares offered for sale; if an applicant declines purchase of the number of shares offered the applicant's name shall be repositioned to the bottom of the OPL; if all of the applicants present decline the purchase of the full number of shares offered for sale, written offers from applicants who are not present to purchase the full number of shares shall be considered in the order in which their names appear on the OPL;

2. If the OPL has been completely polled and no applicant has agreed to purchase the full number of shares, the next lower number of shares authorized by the Club shall be offered to the applicants present at the meeting in the order in which their names appear on the OPL; if all of the applicants present decline to purchase the number of shares offered, sale of the shares shall be suspended until the next regular Club meeting;
3. If the sale of shares of a deceased, resigning or dismissed member is suspended until a second regular Club meeting, the full number of shares owned by the member shall be offered at the second Club meeting by following the procedure set forth in paragraph 1 above; if the OPL has been completely polled and no applicant has agreed to purchase the full number of shares, the next lower number of shares authorized by the Club shall be offered to the applicants present at the second meeting in the order in which their names appear on the OPL; this process is to be followed, stepping down the number of shares offered, until the lowest number of authorized shares has been offered and declined by all applicants present; once all applicants

present at the meeting have declined the shares being offered, the sale of the shares by the Club shall be discontinued;

4. If a sale of shares by the Club is discontinued a member may propose the sale of his/her shares to any qualified prospect acceptable to the Club;
5. If the member's shares remain unsold after following the procedures set forth in paragraphs 1-4, the Club may conduct a sale of the shares to any qualified buyer or may reoffer the shares to applicants on the OPL pursuant to the procedures set forth in paragraphs 1-3;
6. A resigning, but not dismissed, Club member may ask the Club to permit his/her sale of any owned shares to a member of his/her immediate family, bypassing the OPL, provided that the family member is an otherwise qualified prospect; the Club shall vote to approve or disapprove all such sales;
7. Family members or the Executor of the Estate of a deceased member may request a sale of the deceased member's shares pursuant to the procedures set forth herein.

**C. Associate Members**

1. An Associate Member:
  - a. is an equity member;
  - b. is eligible to participate in regular meetings of the Club, but is without voting privileges;
  - c. receives monthly newsletters/minutes of club meetings;
  - d. is eligible to participate in all other Club activities;

- e. can hold neither a Club office, nor serve on a committee or sub-committee; and
  - f. has certain restrictions, described herein, on reserving and operating Club aircraft.
2. Any person interested in becoming a Regular Member of the Club may first elect to become an Associate Member for a period of not more than twelve (12) months, and shall so notify the Membership Chairman or other member of the Board of Directors.
  3. A person may become an Associate Member provided that the Adoption Queue has Adoptable shares available. To be admitted to the Club the prospective Associate Member must be voted in as an Associate Member following the procedures set forth herein.
  4. For an Associate Member to become a Regular Member, the Associate Member must be voted in as a Regular Member by a vote of the general membership at a regular Club meeting following the procedures set forth herein; excepting that the Associate Member need not be present at the Club meeting at which the membership vote is conducted. Additionally, the Associate Member shall purchase the full number of shares as set forth in Section B.
  5. A list of Adoptable shares shall be maintained by the Membership Chairman, or other Board member, in an Adoption Queue. Unless otherwise approved by the Board of Directors, each set of shares shall be adopted as a complete unit, in order, from the Adoption Queue.

6. Sets of shares in the Adoption Queue are either Adoptable or Adopted.
  
7. Shares that are eligible for Adoption are made available to the Adoption Queue by way of 1) approval by a vote of the general membership at a regular Club meeting; and 2) one of the following ways:
  - a. a resigning member elects to place all of their shares for Adoption, as set forth in the procedures herein; or
  - b. a member in good standing elects to place all of their shares for Adoption, as set forth in the procedures herein; or
  - c. shares that are owned by members who are not currently in good standing, and have not been a member in good standing for a minimum of two (2) consecutive months immediately preceding the current month, may be recommended for Adoption by the Board of Directors; or
  - d. by offering shares that are owned by the Club. The Board of Directors shall recommend which of the shares owned by the Club, if any, may be placed for Adoption.
  
8. Shares that have been Adopted will remain in the Queue unless otherwise restricted by Section C. A set of shares that are in the Adoption Queue shall be removed in one of the following ways:
  - a. shares are sold to an incoming member; or
  - b. shares whose Adoption has ended through normal completion of the Associate Member's commitment period; or
  - c. any member that elected to place their set of shares in the Adoption Queue as set forth in Section C paragraphs 7.a or 7.b may rescind their prior election. Shares that are removed

- under this policy cannot be placed for Adoption again by the member for a period of three (3) months, provided that the ownership of the shares has not changed during the period; or
- d. shares placed by the Club under section C, paragraph 7.c upon the member not in good standing paying the account in full unless, at the discretion of the original member, elects to have their shares remain in the Adoption Queue at the same position and said election is approved by a vote of the general membership at a regular Club meeting; or
  - e. by a vote of the general membership at a regular Club meeting for shares that were placed for Adoption by the Club under the provision in Section C paragraph 7.d.
9. Except as otherwise provided for in paragraph 8 of this section, shares that are removed from the Adoption Queue have no time restriction on the next time they may be placed for Adoption.
10. There must be at least one (1) Club-owned share in order to enable new Associate Memberships. If there are any contemporaneous Associate Memberships when a Club-owned share becomes unavailable, the respective Associate Members' partial ownership of the shares transfers to the respective Regular Members' shares. The termination dates of these Associate Memberships shall not change from that of their most recent term agreement, unless changed under Section C paragraph 21.c.
11. For the purpose of administering Associate Memberships, one (1) Club-owned share is sub-divided into one one-hundredths (1/100<sup>ths</sup>). An Associate Member shall purchase 1/100<sup>th</sup> of the share. The

Associate Member's share purchase is fully refundable upon termination of the associate membership, notwithstanding the reason for termination.

12. The offer or withdrawal of Associate Membership availability shall be approved by a vote of the general membership at a regular Club meeting, notwithstanding the availability or number of Adoptable shares.
  
13. Any regular member may propose, at a Club meeting, the number of Club-owned and member-owned shares to be made available for Adoption. Member-owned shares proposed for Adoption shall be named. The number of shares of each type that are made available shall be discussed and may be modified prior to a vote by the general membership. If, after having reduced the number of Associate Memberships available, there are a greater number of current Associate Members than available Associate Memberships, the termination dates of the affected Associate Memberships shall not change from that of their most recent term agreement, unless changed under Section C paragraph 21.c. For this item, the population in the "affected Associate Membership" is determined by the respective term agreement's ending date, from oldest to newest, where older ending-dated items are affected before newer-dated items.
  
14. Regular Members in good standing may offer their shares to the Adoption Queue upon approval by a vote of the general membership at a regular Club meeting provided there is no conflict with any other item herein.



15. Any member whose shares have been Adopted by an Associate Member is not authorized to reserve or serve as pilot-in-command of Club aircraft, but is eligible to participate in regular meetings of the Club and all other Club activities.
16. A Club Officer shall not be allowed to offer any of their shares for Adoption, nor have any of their shares be Adopted. If said Club Officer is to offer their set of shares for Adoption, the Club Officer shall resign their Club Office prior to the Adoption offer. The Club office vacancy shall be filled as set forth in the most recently adopted By-Laws.
17. Associates shall be prohibited from: a) acting as PIC; and b) logging PIC time; and c) acting as safety pilot; and d) manipulating the controls; or e) any combination hereto; of any Club Beechcraft or Saratoga unless receiving dual instruction from a Club Approved Instructor.
18. Associates shall be permitted to receive a maximum of two (2) hours, in total and/or in any combination, of dual instruction in any Club Beechcraft or Saratoga from a certified flight instructor.
19. Associate Members shall be permitted a maximum count of three (3) outstanding aircraft reservations at any one time. An outstanding aircraft reservation is defined as any aircraft reservation with a future starting date. A violation of the reservation policy will result in the cancellation of the Member's outstanding aircraft reservations beginning from the furthest in the future and traversing backward to

the present time until the count of outstanding aircraft reservations is no longer in violation of this policy. Repeated violations of this policy by the Member may result in termination of the Associate Membership per Section C, paragraph 21.c. A violation of this reservation policy shall be brought to the attention of the Membership Chairman by any Member as soon as practicable. The Membership Chairman shall:

- a. cause the cancellation of the offending reservations as described;
- b. notify the Associate Member in writing of the cancellation of the reservations;
- c. keep documentation as to the Associate Member and the offending reservations.

*NOTE:* This reservation policy shall be observed and adhered to by Associate Members notwithstanding any technological restrictions, barriers, or other business practices used by the Club or any of its third-party service providers that could, otherwise, automatically enforce this policy. It is incumbent upon each Associate Member to be aware of their outstanding reservations.

20. The Board of Directors may require the payment of dues of an Associate Member in advance or on any other basis that the Board deems to be in the best interests of the Club and the Regular Members.
21. The Board of Directors may revoke the Associate Member status of any person at any time when:
  - a. the member whose shares have been Adopted by the Associate Member submits a request in writing to rescind the Adoption;
  - b. the Associate Member fails to pay the monthly dues when required; or

c. such action is deemed to be in the best interest of the Club.

#### D. Safety Review Board Proceedings

Any violation of FAA rules, Club rules, any incident or accident involving a Club Member, aircraft or Club property shall be investigated and reviewed by a Safety Review Board. Said investigation and review shall follow the procedure set forth below:

1. The Safety Review Board shall conduct an investigation and review at the request of the Club President, Vice President or Safety Officer; the Safety Officer shall notify all Club members known to be involved that the Safety Review Board has initiated an investigation and review;
2. The Safety Review Board may, during its investigation and review, temporarily suspend the flight privileges of any members known to be involved upon notification to said members; a temporary suspension is not appealable during the course of the investigation and review;
3. The Safety Review Board may hold such meetings or hearings as it deems appropriate for its investigation and review;
4. Upon completion of its investigation and review, the Safety Review Board shall report its findings, conclusions and recommendations to the Board of Directors and to the members known to be involved;
5. The Board of Directors shall review the report of the Safety Review Board and shall permit members known to be involved to be present during its review;

6. The Board of Directors may take whatever action it deems appropriate, including, if necessary, expulsion of members known to be involved; a disciplined member may ask the full membership to review any disciplinary action taken by the Board of Directors at the next regularly scheduled Club meeting.

#### **F. Payments and Credits for Member Purchases**

A member's account shall be credited for invoiced payments made by the member as follows:

1. for off-Naper fuel purchases for Club aircraft to the extent allowed by the hourly rates set by the Club;
2. for maintenance to Club aircraft approved by the Maintenance Officer; and
3. for general Club expenses approved by the Board of Directors.

Notwithstanding the foregoing, however, no invoice from a repair facility will be paid by the Club and no receipt from a Club member will be credited to the member's account unless the aircraft tail number and Club member's name are plainly marked thereon.

## **II. FLIGHT STANDARDS, RULES AND PROCEDURES**

### **A. Reservations**

A member's use of the aircraft shall be on the basis of a reservation system maintained by the Club. Members of the Club who reserve an aircraft for any period of time should be at the airport not later than one hour after the start time of the scheduled reservation period. If said member is not at the airport within the one hour time window, any other member may use the plane provided that he or she does the following:

- A. Contacts the reservation service to determine if the reservation has been rescheduled or canceled; if it has, the member may use the aircraft for any time period which does not conflict with the rescheduled reservation or any other reservation for that aircraft and should enter this time period with the reservation service; and
- B. If the reservation in question has not been rescheduled or canceled, the member wishing to use the aircraft should attempt to contact the holder of the reservation to determine the member's intentions with regard to the usage of the aircraft; if contact is made, agreements may be reached between the members regarding the usage of the aircraft and changes should be recorded with the reservation service; if the holder of the reservation cannot be reached, any other member may cancel the existing reservation and replace it with his or her own for a time period that does not conflict with any other reservation.

The number of shares required to reserve the Club aircraft shall be as follows:

<u>Aircraft</u>	<u>Shares Required</u>
N9636V	1
N3008U	1
N7154N	1
N114EL	1

**B. Aircraft Flight Time Logbooks**

Immediately following each flight, the pilot shall enter the date, his/her name, the tachometer time, oil used, Naper fuel used and any maintenance squawks in the applicable aircraft flight time logbook.

C. Pilot-In-Command Standards

1. All Club Aircraft--To act as Pilot-in-Command ("PIC") of any Club aircraft, a Club member must:
  - a. Comply with all applicable FAA requirements;
  - b. Comply with all of the PIC requirements set forth in the Club's insurance policy for the aircraft flown;
  - c. In the previous twelve (12) calendar months, have had a flight check; the flight check may be:
    - i) An FAA required flight review or a rating proficiency check conducted with an appropriately certificated instructor or examiner in accordance with FAR 61.56; or
    - ii) A flight check ride in a Club aircraft conducted with an appropriately certificated instructor who is a Club member or a Club Approved Instructor.
  
2. N7154N--To act as PIC of Beechcraft N7154N a member must also:
  - a. Hold and maintain a Private or more advanced pilot certificate; and, except for members who have been approved by the Club pursuant to this Section II.C, paragraph 2.d prior to August 1<sup>st</sup>, 2018, have logged a minimum total pilot in command time of 300 hours;
  - b. Complete dual instruction of at least one hour at night; the night flight shall include at least three takeoffs and three landings to a full stop;
  - c. Perform three actual or simulated instrument approaches with an instructor if the pilot is instrument rated;
  - d. Satisfactorily complete a check flight with two appropriately certificated instructors who are Club members or Club Approved Instructors; these check rides may be completed as part of any required dual instruction;
  - e. Maintain this eligibility by having accomplished one of the following within the past 24 calendar months:

- i) Satisfactorily completed the requirements in paragraphs 2.a-c.; or
  - ii) Satisfactorily completed an FAA flight review in N7154N; or
  - iii) Satisfactorily completed an annual Club check ride in N7154N.
3. N114EL--To act as PIC of Saratoga N114EL a member must also:
- a. Hold and maintain a Private or more advanced pilot certificate; and, except for members who have been approved by the Club pursuant to this Section II.C, paragraph 3.d prior to August 1<sup>st</sup>, 2018, have logged a minimum total pilot in command time of 300 hours;
  - b. Complete dual instruction of at least one hour at night; the night flight shall include at least three takeoffs and three landings to a full stop;
  - c. Perform three actual or simulated instrument approaches with an instructor if the pilot is instrument rated;
  - d. Satisfactorily complete a check flight with two appropriately certificated instructors who are Club members or Club Approved Instructors; these check rides may be completed as part of any required dual instruction;
  - e. Maintain this eligibility by having accomplished one of the following within the past 24 calendar months:
    - i) Satisfactorily completed the requirements in paragraphs 3.a-c.; or
    - ii) Satisfactorily completed an FAA flight review in N114EL; or
    - iii) Satisfactorily completed an annual Club check ride in N114EL.
4. Any member who has not flown in the previous six months may not act as PIC of any Club aircraft until he or/she successfully completes a check ride in a Club aircraft. This check ride may be conducted by any appropriately certificated instructor who is a Club member or a Club Approved Instructor.
5. Each Club member is required to provide the date of his/her medical certificate and the dates of his/her check rides for Club records and for

publication. This information shall be provided in the appropriate space provided on the return portion of the monthly bill.

6. A Certified Flight Instructor who is a Club member is exempt from the twelve (12) month check ride requirement provided that he/she complies with all FAA currency requirements applicable to Certified Flight Instructors.
  
7. A "Club Approved Instructor" is any appropriately certificated instructor whose qualifications have been reviewed by an appropriately certificated instructor who is a Club member and has been found to: 1) have complied with all applicable FAA requirements; 2) have complied with all of the PIC requirements set forth in the Club's insurance policy for the aircraft in which instruction is to be given; 3) have successfully completed a check ride in the Club aircraft in which instruction is to be given; and 4) be familiar with the NFC By-Laws, policies, procedures and insurance requirements.