

---

NAPERVILLE FLYING CLUB

POLICY AND PROCEDURE MANUAL

---

# NAPERVILLE FLYING CLUB

## 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 of the Club by purchasing an authorized share directly from the Club. If the Club has fifty members, an applicant can only become a member by purchasing a share of a deceased, resigning or dismissed member. The Club prefers to sell the share 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 a share of a deceased, resigning or dismissed member. A sale of such share shall be conducted as follows:

1. The share 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 share offered for sale; if an applicant declines purchase of the share 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 share offered for sale, written offers from applicants who are not present to purchase the share 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 share, sale of the share shall be suspended until the next regular Club meeting.
  3. If the sale of share of a deceased, resigning or dismissed member is suspended until a second regular Club meeting, the share 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 share, the sale of the share by the Club shall be discontinued.
  4. If sale of a share by the Club is discontinued a member may propose the sale of his/her share to any qualified prospect acceptable to the Club.
  5. If the member's share remains unsold after following the procedures set forth in paragraphs 1-4, the Club may conduct a sale of the share to any qualified buyer or may re-offer the share 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 share 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 share pursuant to the procedures set forth herein.

### **C. 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.

## **D. 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 LL10 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.
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:

1. 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.

2. 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.
  
3. 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, 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 in a club aircraft; 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.
    - 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 Bonanza N7154N a member must also:
  - a. Hold and maintain a Private or more advanced pilot certificate, and have logged a minimum total pilot in command time of 300 hours.
  - b. Complete 10 hours of dual instruction with 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 2a-c.
  - ii) Satisfactorily completed an FAA flight review in N7154N.
  - iii) Satisfactorily completed an annual Club check ride in N7154N.

3. **N114EL**--To act as PIC of Piper Saratoga N114EL a member must also:

- a. Hold and maintain a Private or more advanced pilot certificate, and have logged a minimum total pilot in command time of 300 hours.
- b. Complete 10 hours of dual instruction with 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 3a-c.
  - ii) Satisfactorily completed an FAA flight review in N114EL.
  - iii) Satisfactorily completed an annual Club check ride in N114EL.



4. Any member who has not flown a Club aircraft in the previous 180 days 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. In addition:
  - a. Any member who has not logged 3 takeoffs and landings in the previous 180 days in N7154N and N114EL may not act as PIC of that plane until he/she completes the required takeoffs and landings with an appropriately certificated instructor who is a Club member or a Club Approved Instructor.
  - b. The board may suspend Condition (a) by a simple majority vote of the Club board for maintenance or other reasons.
  - c. Condition (a) above does not apply to flights necessary for the support of maintenance.
  - d. Any violation of II.C.4 will be addressed by a Safety Review Board.
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. This information shall be recorded in the reservation system.
6. (Deleted)
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:
  - a. Have complied with all applicable FAA requirements.
  - b. 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.
  - c. Have successfully completed a check ride in the Club aircraft in which instruction is to be given.
  - d. Be familiar with the NFC By-Laws, policies, procedures and insurance requirements.

8. The reservation website expiration field title "Club Review" for a member shall be updated by a Club CFI to be the most limiting of:
  - a. The expiration of the member's club annual
  - b. The expiration of the member's 24 month check in N7154N.
  - c. The expiration of the member's 24 month check in N114EL.