



# Membership Package & Bylaws for Red Dirt Aviators Flying Club

## **Club Vision:**

To encourage and promote a passion for aviation, advance knowledge in aeronautical subjects, and share the social benefits and joy of recreational flying through a welcoming and supportive club environment.

## **Club Mission:**

To provide safe affordable access to well-maintained aircraft, foster camaraderie among aviation enthusiasts, and support continued learning and engagement in general aviation within a welcoming club environment.

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## **BYLAWS of Red Dirt Aviators Flying Club**

### **ARTICLE 1 – “NAME”**

Section 1: The name of the organization shall be Red Dirt Aviators Flying Club, hereafter referred to as the “club,” organized as an Oklahoma non-profit Corporation 501(c)(7).

### **ARTICLE 2 - “AUTHORITY, PURPOSE AND OBJECTIVES”**

Section 1: Upon the request of certain aviation minded citizens living in and around Oklahoma City, these Bylaws for the club are hereby established.

Section 2: The purpose of the club is to encourage and promote an interest in aviation, to advance the knowledge of its members in aeronautical subjects, and to bring to more people the social benefits and pleasures of recreational flying in a club environment.

Section 3: The club is a non-profit, social organization established and operated exclusively for the benefit of its members. Financial support of the club shall be by membership fees, dues, and assessments. The club is structured as an equitable flying club.

### **ARTICLE 3 - “BYLAWS AND OTHER REGULATIONS”**

Section 1: These Bylaws, Addendum A “The Red Dirt Aviators Flying Club Membership Application.” Addendum B “Club Membership, Dues and Hourly Rates” and Addendum C “The Red Dirt Aviators Flying Club Operational Rules,” and any other regulations deemed necessary by the Board of Directors, constitute the regulations that govern the club in the best interest of all members.

Section 2: Changes to these Bylaws and other club documents shall be approved by a majority vote of the Board of Directors. Changes to addenda of these Bylaws may be approved separately from these Bylaws and by a majority vote of the Board of Directors.

### **ARTICLE 4 - “MEMBERSHIP”**

Section 1: Membership is a voluntary privilege and shall be open to those interested in aviation and who are accepted by the majority vote of the Board of Directors.

Section 2: No person shall be refused membership based on any form of discrimination concerning sex, age, race, color, national origin, or religion, or any other basis prohibited by law.

Section 3: A member is an individual person who holds, at a minimum, a valid Private Pilot Certificate. Membership is granted solely to the individual and does not extend to spouses, immediate family members, or any other parties. Pilots holding a student pilot certificate are not permitted to be members.

Section 4: All members share equally in the property rights, assets, interests, liabilities, and obligations of the club.

Section 5: Candidate members shall complete the application form in Addendum A and shall return the form and copies of required documents to the Secretary, along with payment of the Membership Fee specified in Addendum B. The Board of Directors shall consider the application and shall determine suitability for membership. A prospective member who is not approved for membership shall receive a refund of the Membership Fee within 30-days of the Board's decision.

Section 6: An individual who wishes to be affiliated with the club to share in the social, educational, and training aspects of the club, but not as a flying member, may be approved as a Club Associate by a majority vote of the Board of Directors. Associates are not members and have no ownership or voting privileges. Flying privileges are limited to instruction of members.

Section 7: The Board shall specify a maximum number of members for the club. The number of members is specified in Addendum B of these Bylaws. Changes to Addendum B may be approved separately from these Bylaws and by a majority vote of the Board of Directors.

Section 8: A member in good standing is one who has met all financial and other obligations to the club in the previous 30-days.

Section 9: All members in good standing shall have equal privileges and access to club aircraft.

Section 10: A member not in good standing shall not have access to club aircraft until such time that the member returns to good standing by fully meeting all outstanding obligations.

Section 11: The Board of Directors may, by majority vote, terminate the membership of a member who has remained not in good standing for the previous 90-days. In such cases, the member is not entitled to any reimbursement of fees or other payments and shall relinquish all ownership and membership rights to the club and its assets.

Section 12: A member may be suspended by a majority vote of the Board of Directors for nonpayment of accounts, violation of any of the Bylaws or operating rules, disregarding FAA regulations, or unacceptable behavior or conduct. In such cases, a Grievance Committee (see Article 9: "Committees") shall submit a report to the Board of Directors for further consideration. The Board has the right to terminate membership after due consideration.

Section 13: Membership is obtained by one of the following methods:

- If the club has not reached its membership cap, memberships shall be purchased from the club in the amount specified in Addendum B, "Club Memberships, Dues and Hourly Rates."
- Once the membership cap is reached, new members shall only be accommodated once an existing member leaves the club and in accordance with Section 16 of this Article.

Section 14: All monthly dues, including the annual twelve (12) months of dues paid in advance, are non-refundable.

Section 15: The club shall maintain a waiting list that shall comprise an ordered list of vetted and pre-approved prospective members. To be placed on the waiting list, a prospective member shall follow the Club Membership Application process and shall be interviewed and approved by the Board of Directors.

Section 16: A member wishing to leave the club for reasons acceptable to the Board of Directors may sell their membership using the following ordered approach:

- The club shall have the first option to purchase a membership for the membership fee specified in Addendum B.
- If the club does not exercise the above option, and the club has an active member waiting list, the membership shall be sold to the person next on the waiting list for the membership fee specified in Addendum B.
- In the case of the club not having an active member waiting list, the membership may be sold to an individual with prior permission and approval of the Board of Directors.
- If none of the above options can be met, and upon approval by a majority vote of the Board of Directors, a member, after meeting financial and other obligations, may relinquish, for no reimbursement, the membership to the club so releasing the member from any further obligations to the club.

Section 17: A member who becomes incapacitated and cannot, against their will, enjoy the benefits of membership may, by a majority vote of the Board of Directors, be entitled to up to six (6) months of association with the club, at the rate consistent with Club Associate (see

Section 6), as detailed in Addendum B. Beyond the period designated by the Board of Directors, the member shall consider the options in section 16, above.

Section 18: The club shall not disclose members' personal information to other parties, unless required by law, in due course of business (e.g., obtaining insurance), or in the interests of safety.

Section 19: No club member, Board Member or Officer shall receive any salary, compensation, or payments for their services relating to any role, position, or service.

Section 20: Each member operating a club aircraft, or responsible for its operation, shall comply with the Operations Rules specified in Addendum C "Red Dirt Aviators Flying Club."

Section 21: In joining the club, members are expected to:

- Attend meetings
- Be available for Board of Director positions as rotations dictate
- Conduct themselves in a proper and fitting manner
- Always uphold the dignity of the club
- Be alert, mindful, and considerate of the club and members' interests
- Exercise due caution and safety in flying
- Observe all federal, state, local, airport, and club flying rules and regulations
- Not divulge club information and membership rosters to external parties without permission from the President
- Adhere to the bylaws and operating rules of the club

## ARTICLE 5 - "BOARD OF DIRECTORS"

Section 1: The Board of Directors shall manage the business affairs of the club. The Board shall manage the club by implementing fees, operating rules, maintenance, safety, social, and other procedures as deemed necessary by a majority vote of the Board of Directors.

Section 2: The Board of Directors shall comprise a Chairman of the Board and two Board Members, elected from the club membership. The Chairman of the Board shall also serve as President of the club. One Board Member shall also serve as Secretary of the club, and the other Board Member shall serve as Treasurer of the club.

Section 3: Any Director may resign at any time by giving at least 10-days written notice to the Board of Directors, the notice to include the effective day and time of resignation. A vacancy on the Board of Directors that rises for any reason shall be filled temporarily, by agreement of the remaining Board Members, until such time that an election is held, that time being no longer than 60-days from the time of the temporary appointment.

## ARTICLE 6 - "OFFICERS"

Section 1: The Officers of the club shall comprise a President, Secretary, and Treasurer, who shall be the Chairman of the Board and Board Members, respectively. Contingent on the club's size, the positions of Vice President, Safety Officer, Maintenance Officer, Membership Officer, and Social Officer may be established by a majority vote of the Board of Directors. Officers shall be elected from the club membership and by a majority vote of the club membership. The Social Officer and other officer positions created for specific issues may be held by associate members, if designated as such by the Board of Directors.

Section 2: The President: The President provides leadership to the Board of Directors and Officers and leads the club to pursue the club's goals and objectives. The President presides over membership meetings, appoints all committees, and performs all other duties normally required and pertaining to the office. The President shall also preside over the Board of Directors meetings. In addition, the President: Calls meetings to order and adjourns meetings; calls for motions and manages the voting of motions; represents the club's interests at meetings and signs official documents on behalf of the club; delegates duties and responsibilities as necessary; appoints and disbands committees that conduct research and report back to the Board of Directors.

Section 3: The Vice-President: The Vice President shall preside in the absence of the President. The President may assign specific duties to the Vice-President – in particular; the Vice-President may be temporarily assigned another board position, as needs arise.

Section 4: The Secretary: The Secretary maintains all (non-financial) club records, including membership rosters, insurance papers, hangar lease agreements, and aircraft agreements. In consultation with the President, the Secretary shall publish and post calls for meetings, agendas, and shall keep and publish minutes of meetings, including meeting dates, times, attendance, discussions and decisions, motions and voting, any other business, and the time of adjournment. Provides a Secretary's Report at all membership meetings. The President shall be continuously apprised of all matters related to the club's administrative status. The Secretary shall maintain

membership at the required level by managing a waiting list and shall create and distribute a Club Newsletter.

Section 5: The Treasurer: The Treasurer manages the club's finances and keeps accurate and up-to-date records and reports, The Treasurer shall present financial reports at all meetings of members. The Treasurer shall keep accurate financial records and transactions, receive all funds, issue monthly statements to all members, disburse club funds to meet all obligations after board approval, and notify the Board of Directors of any delinquent accounts by the fifteenth (15th) of each month. The Treasurer also prepares – or delegates – the completion of annual tax returns and statements, shall maintain a 3-year rolling budget, and shall arrange for financial audits, as necessary. The President shall be continuously apprised of all matters related to club finances.

Section 6: The Safety Officer: The Safety Officer shall be responsible for the club's safety culture, records, education, training, and conformance. The Safety Officer shall be designated as the club's Chief Pilot, shall either directly or through delegation, checkout new members prior to them operating club aircraft, and provide recurrent checkouts to all members, as specified in the Club Operating Rules. The Safety Officer shall maintain the list of club approved flight instructors per Article 5, Section 11. The Safety Officer shall maintain records of members' qualifications and currency and inform affected members and the President of lapses. The Safety Officer shall plan and conduct safety meetings and a mandatory annual safety stand-down meeting. The Safety Officer shall encourage the open discussion of safety matters and create and maintain methods whereby members may confidently report issues related to safety to the Safety Officer and Board of Directors. The Safety officer provides a Safety Report at all membership meetings. The President shall be continuously apprised of all matters related to safety.

Section 7: The Maintenance Officer: The Maintenance Officer shall be responsible for maintaining club aircraft and equipment. The Maintenance Officer arranges for all maintenance tasks, scheduled and unscheduled, and keeps all maintenance records up-to-date. The Maintenance Officer creates and maintains methods of reporting maintenance issues, including methods for members to immediately ground aircraft at the sole discretion of that member. The Maintenance Officer shall create and enforce return-to service standards. In consultation with the Social Officer, the Maintenance Office shall arrange aircraft and hangar clean-up and maintenance days. The maintenance officer provides a Maintenance Report at all membership meetings. The President shall be continuously apprised of all matters related to maintenance.

Section 8: The Social Officer: The Social Officer shall maintain the club's social calendar and shall be responsible for forming and leading ad-hoc committees to organize and implement activities



such as fly-outs, fly-ins, open days, etc. The Social Officer shall be responsible for the club website and social media sites. The Social Officer shall promote the club through community outreach.

Section 9: It shall be the duty of the Board of Directors and Officers to conduct the club's activities in an efficient and businesslike manner and to always safeguard the interest of the club.

## **ARTICLE 7 - "ELECTIONS AND TERM OF OFFICE"**

Section 1: The club membership shall elect members to the Board of Directors and Officers at the Annual General Meeting.

Section 2: Board and Officer Positions shall be for two-year terms.

Section 3: To ensure continuity, elections shall be staggered. The President, Treasurer, Maintenance Officer, and Membership Officer shall be elected every even year, whereas the Vice President, Secretary, Safety Officer, and Social Officer shall be elected every odd year.

Section 4: Nominations shall be made in writing to the Secretary at least 10-days prior to the Annual General Meeting. Any member may nominate another member, with that member's permission, and any member may nominate themselves. Nominations require the name and signature of the nominee, plus the name of one other club member, as a reference.

Section 5: Elections for positions shall be conducted by the Secretary and shall be by secret ballot during the Annual General Meeting. Members may each cast one individual, nontransferable vote.

Section 6: The quorum for the Annual General Meeting shall be the number of members present.

Section 7: Members must be present to vote. Proxy votes are not permitted. Absentee votes are not permitted.

Section 8: Hung votes are not permitted. If a vote is hung, the vote shall be repeated. If the vote is still hung, the President shall abstain from the next round of voting in order to force a majority result.

Section 9: In the event of Officer Positions becoming available mid-term, the President shall call a Special General Meeting for the purpose of elections. Nominations shall be made in writing to the Secretary at least 10-days prior to the Special General Meeting.

Section 10: A majority written vote of members shall be required to remove a Board Member from office. Such action shall be presided over by a member chosen by the membership.

#### **ARTICLE 8 - "QUORUMS, MEETINGS and RESOLUTIONS"**

Section 1: Regular meetings of members ("membership meetings") shall be held at least quarterly and shall be called by the President.

Section 2: The quorum for membership meetings shall be the number of members present.

Section 3: The President may call special membership meetings, as deemed necessary.

Section 4: Upon request to the Secretary of more than 50-percent (>50%) of the members, the President shall be required to call a special membership meeting.

Section 5: Board of Directors Meetings shall be held at least quarterly and shall be called by the Chairman.

Section 6: The quorum for Board of Directors meetings shall comprise at least the President or Vice President, the Secretary, and the Treasurer. The Vice President may act for the President if so delegated.

Section 7: The Chairman may call a special Board of Directors meetings, as deemed necessary.

Section 8: The Annual General Meeting of the club, for purposes of Board of Director reports and elections, shall be held in January of each year and shall be called by the President. Elected officers begin duties on February 1st of that year.

Section 9: The passage of any resolution at membership and Board of Directors meetings, except as otherwise provided in these Bylaws, shall require a majority vote of those members present.

Section 10: Any action that may be taken at a meeting may also be accepted without a meeting and without a physical vote, if a consent in writing (including email or other electronic correspondence), setting forth the actions so taken, is provided by a majority of the members eligible to vote.

Section 11: Club meetings, including Board of Directors meetings, but excluding meetings or sections of meetings dealing with personnel issues and/or matter of grievance, shall be open to all club members.

Section 12: All meetings shall follow a formal agenda, distributed by the Secretary to members at least 5-days prior to the meeting itself.

Section 13: The Secretary or other person designated by the President shall keep detailed minutes of meetings, including motions and voting, and shall publish the minutes to all club members within 5-days of each meeting.

Section 14: Meetings shall conform to the following Rules of Order:

- Call to order
- Roll call
- Reading, corrections, and approval of minutes from the previous meeting
- Officers' reports
- Payment of bills
- Committee reports, as applicable
- Unfinished previous business
- New business
- Adjournment

## ARTICLE 9 - "COMMITTEES"

### Section 1: Standing Committees:

The President may form the following standing committees:

1.1: Maintenance Committee: Headed by the Maintenance Officer, this committee shall consider all aspects of maintenance and airworthiness of club aircraft.

1.2: Safety Committee: Headed by the Safety Officer, this committee shall consider all aspects of safety, safety training, and member currency/proficiency. The committee shall run quarterly Safety Meetings. Members are expected to attend at least 3 safety meetings per year, including the mandatory safety stand-down meeting.

1.3: Social Committee: Headed by the Social Officer, this committee shall consider all aspects of club events and community outreach, including marketing, the club website, and social media sites.

1.4: Membership Committee: Headed by the Membership Officer, this committee shall consider all aspects of club membership, including marketing for and maintaining a waiting list.

### Section 2: Special Committees:

The President may form special committees as needed. Examples are:

2.1: Aircraft Selection and Procurement Committee: An ad-hoc committee formed by the President to consider aircraft selection and, once agreed by a majority of the members, aircraft procurement.

2.2: Grievance Committee: An ad-hoc committee formed by the President to consider matters of conflict in the club. Any club member can refer an issue to the President for consideration.

The Grievance Committee shall make recommendations to the Board of Directors. The final resolution of conflicts and grievances shall be by a majority vote of the Board of Directors.

2.3: A Strategic Planning Committee: The Board of Directors shall engage members in the future of the club through this committee whose output shall be an approved Strategic Plan.

#### **ARTICLE 10 - "FINANCE, DUES, ASSESSMENTS"**

Section 1: Monthly dues and hourly rates shall be determined by The Board of Directors and presented at each Annual General Meeting or any other time as determined by the Board of Directors. The monthly dues shall cover all fixed costs involved in operating the club, and the hourly rate shall cover the operational costs of the club aircraft.

Section 2: Each member shall be billed at the end of each month for dues and hourly charges. Balances are due upon receipt and shall be considered delinquent after the tenth (10th) day of the following month. Members shall be deemed to be not in good standing if a balance remains unpaid by the end of the month, and flying privileges shall be withdrawn until the balance has been paid.

Section 3: Monthly dues shall be assessed on each member, regardless of whether that member has flown or not, during that month.

Section 4: If the Board of Directors determines that a member is personally responsible for damage through negligence, that member shall be assessed for 100% of the insurance deductible for damages so incurred. That member shall also be responsible for paying for increases in insurance premiums and all other costs incurred from their negligence.

Section 5: Club Associates, as defined in Article 4, section 6, shall be charged as specified in Addendum B "Club Memberships, Dues, and Hourly Rates."

Section 6: The Board of Directors may, by majority vote, levy a special assessment on all members of the club to pay for necessary repairs, acquisitions, or capital improvements to club assets. The amount of assessment shall be equal for all members, the amount being the required total divided by the actual number of members at that time.

#### **ARTICLE 11 - "SCHEDULING, RESERVATIONS, CLUB EQUIPMENT"**

Section 1: Information about using club aircraft and equipment is provided in Addendum C of these Bylaws - "Red Dirt Aviators Flying Club."

Section 2: Only members in good standing, as defined in Article 4 of these Bylaws, shall reserve club aircraft.

Section 3: Members shall use the on-line scheduling tool provided by the club. All reservations should be made in advance as much as possible. The scheduling system shall be used to reserve, checkout, and check-in club aircraft, as detailed in Addendum C.

Section 4: Members are expected to treat club equipment as their own.

Section 5: The club does not provide flight instruction. The club shall, however, maintain a list of approved flight instructors. A member shall choose an instructor from the list for flight training, checkouts, flight reviews, and other individual training needs.

Section 6: A member shall not be entered into the scheduling system until satisfactorily checked-out by an approved instructor and approved by the Safety Officer.

#### **ARTICLE 12 - "LIABILITY AND INSURANCE"**

Section 1: Adequate insurance shall be always carried. The club shall carry liability and hull insurance for each club aircraft. The Secretary shall research policy options and rates each year. The final selection shall be by a majority vote of the Board of Directors.

Section 2: The club may carry Directors and Officers (D&O) insurance on behalf of Directors and Officers for any liability asserted against and incurred by a Director or Officers arising out of that Directors or Officers position.

Section 3: The club encourages all members to review their personal situations and to consider purchasing additional insurance, as appropriate.

#### **ARTICLE 13 - "AMENDMENTS"**

Section 1: A two-thirds majority (2/3) vote of the members present at a membership meeting may amend these Bylaws. Requests for amendment shall be made as an agenda item before a membership meeting, in the form of a marked-up version of the membership package.

#### ARTICLE 14 “DISSOLUTION”

Section 1: Upon dissolution of the club, the Board of Directors shall be designated as trustees and shall liquidate the assets of the club and pay all outstanding obligations in proportion to the final available capital. Any surplus shall be distributed according to the State of Oklahoma laws and in accordance with the tax status of the club.

#### ADDENDUM A: “Red Dirt Aviators Flying Club MEMBERSHIP APPLICATION”

##### Instructions for completing and submitting this application form:

- Red Dirt Aviators Flying Club (the club) reserves the right to not approve any application for any reason.
- You are expected to read and understand the club bylaws, operational rules, and any other document deemed necessary by the Board of Directors.
- A check in the amount of the Membership Fee and Monthly Dues as shown in Addendum B Section 2 and 3, shall accompany this application form. The check shall be payable to “Red Dirt Aviators Flying Club.”
- Copies of the following documents must accompany this form:
  - Pilot certificate(s)
  - Medical certificate or BasicMed documents
  - Driver’s license
  - Logbook entries for the most recent flight review, check ride or solo endorsements
  - Last page of your current logbook
  - Mail or deliver the documents to the Membership Officer.
- If accepted as a member, monthly dues and flying privileges shall begin on the first day of the following month unless otherwise noted by the Board of Directors.

Red Dirt Aviators Flying Club MEMBERSHIP APPLICATION				
<b>APPLICANT INFORMATION</b>				
FULL NAME:				
DATE OF BIRTH:				
STREET:			EMAIL:	
CITY:			STATE:	ZIP:
HOME PHONE:			CELL PHONE:	
CITIZENSHIP:				
<b>MEMBERSHIP TYPE</b>				
MEMBER <input type="checkbox"/>			ASSOCIATE <input type="checkbox"/>	
<b>CERTIFICATES, RATINGS &amp; ENDORSEMENTS</b>				
AIRMAN'S CERTIFICATE NUMBER:			DATE ISSUED:	
CERTIFICATES	RATINGS		ENDORSEMENTS	
	SEL <input type="checkbox"/>		COMPLEX <input type="checkbox"/>	
	MEL <input type="checkbox"/>		TAILWHEEL <input type="checkbox"/>	
PRIVATE <input type="checkbox"/>	INSTRUMENT <input type="checkbox"/>		HIGH PERF <input type="checkbox"/>	
COMMERCIAL <input type="checkbox"/>	SES <input type="checkbox"/>			
CFI <input type="checkbox"/>	MES <input type="checkbox"/>			
CFI-I <input type="checkbox"/>	OTHER <input type="checkbox"/>			
ATP <input type="checkbox"/>				
<b>FLIGHT EXPERIENCE</b>				
	TOTAL TIME	LAST 90-DAYS	LAST 12-MONTHS	
ALL AIRCRAFT				
SINGLE ENGINE LAND				
CESSNA 150/152				
<b>CURRENCY DETAILS</b>				
DATE OF LAST FLIGHT REVIEW:			DATE OF LAST MEDICAL:	
CLASS OF MEDICAL OR BASICMED:				
RESTRICTIONS (E.G. LENSES, NO NIGHT FLIGHT, etc.):				

STATEMENTS OF VIOLATIONS & ACCIDENTS	
HAVE YOU EVER HAD A VIOLATION OR ACTION AGAINST YOUR PILOT CERTIFICATE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU EVER BEEN INVOLVED IN AN ACCIDENT OR INCIDENT INVOLVING AIRCRAFT, REPORTED OR NOT?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED OR REVOKED?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OR ARE YOU UNDER INVESTIGATION FOR ANY CRIME?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU EVER BEEN CONVICTED OF ANY DRUG RELATED ACTIVITIES, INCLUDING DUI?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU HAD ANY ROAD ACCIDENTS IN THE PAST 5-YEARS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU EVER BEEN DENIED INSURANCE OF ANY KIND?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU EVER FILED AN AVIATION INSURANCE CLAIM?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE EXPAIN IN DETAIL HERE OR ON A SEPARATE PAGE, AND ATTACH TO THIS APPLICATION.	
<b>ACKNOWLEDGMENT</b>	<b>INITIALS</b>
I HAVE READ AND UNDERSTAND THE BYLAWS AND OPERATING RULES. I AGREE TO ABIDE BY ALL RULES, REGULATIONS AND PROCEDURES OF THE CLUB, THE FAA AND ALL OTHER AGENCIES. I AGREE TO SIGN AND ABIDE BY THE WAIVER AND RELEASE AGREEMENT.	
I AGREE THAT I WILL NOT USE CLUB AIRCRAFT FOR ANY COMMERCIAL, BUSINESS, OR ILLEGAL ACTIVITIES.	
I AGREE TO PAY ALL ASSESSED DUES AND FEES AS REQUIRED BY THE CLUB BYLAWS AND OTHER RULES AND REGULATIONS AND UNDERSTAND THAT FAIURE TO DO SO WILL RESULT IN LOSS OF CLUB PRIVILAGES AND POTENTIAL TERMINATION OF MEMBERSHIP.	
I UNDERSTAND THAT I MAY TERMINATE MY MEMBERSHIP OF THE CLUB BY GIVING THIRTY DAYS NOTICE TO THE SECRETARY.	
I UNDERSTAND THAT IF I AM FOUND LIABLE FOR DAMAGES TO CLUB AIRCRAFT OR EQUIPMENT DUE TO NEGLIGENCE, I WILL BE HELD RESPONSIBLE FOR THE INSURANCE DEDUCTIBLE AND OTHER COSTS ASSOCIATED WITH THE CLAIM RESULTING FROM THAT DAMAGE.	
SIGNATURE OF ACKNOWLDEGEMENT AND ACCEPTANCE:	DATE:



<b>APPLICANTS UNDER 18 YEARS OF AGE MUST HAVE PARENT OR GUARDIAN APPROVAL</b>		
NAME:		RELATIONSHIP:
SIGNATURE:		DATE:
<b>PREVIOUS FLYING CLUB EXPERIENCE</b>		
HAVE YOU EVER BEEN A MEMBER OF A FLYING CLUB? YES <input type="checkbox"/> NO <input type="checkbox"/>		
IF YES, PROVIDE CLUB NAME AND CONTACT INFORMATION:		
<b>EMERGENCY CONTACT</b>		
PLEASE PROVIDE DETAILS OF A CONTACT WE MAY USE IN CASES OF EMERGENCY:		
NAME:	RELATIONSHIP:	PHONE NUMBER:
<b>BOARD OF DIRECTORS DECISION</b>		
APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>		COMMENTS:
AT LEAST 3 SIGNATURES REQUIRED:		
PRESIDENT OR VICE PRESIDENT: _____ DATE: _____		
SECRETARY: _____ DATE: _____		
TREASURER: _____ DATE: _____		
MEMBERSHIP OFFICER: _____ DATE: _____		

## **ADDENDUM B: “CLUB MEMBERSHIP, DUES, AND HOURLY RATES”**

### **Section 1: Club membership, monthly dues, and hourly charges**

Club membership, monthly dues, and hourly rates are determined by reference to the Club budget. The calculated numbers may be modified at the discretion of, and by majority vote, of the Board of Directors. Current club and membership dues are specified below in Section 2 of this Addendum.

### **Section 2: Financial numbers as of 04/09/2025:**

Club Capacity: No more than 10 members per airplane

Club Membership: \$4,800

Member Monthly Dues: \$178/\$2,200 Annually

Associate Member Dues: \$0

Hourly Rate:

- Aircraft Hourly Rate (Dry) - TBD

### **Section 3: Payments:**

- Membership Fees shall be paid by check, payable to Red Dirt Aviators Flying Club or through an approved flight scheduling and payment platform.
- New members are required to pay the full club membership fee, along with (12) months of monthly dues, at the time of joining the club. Monthly Dues for new members may be prorated based on the date of joining, at the discretion of the club officers, to align with the clubs standard billing cycle.
- Monthly dues shall be paid either by check made payable to Red Dirt Aviators Flying Club or through a club-approved flight scheduling and payment platform. After completing one (1) full year of membership, all members are required to pay dues annually, with payment for the full twelve (12) months due on January 1st of each calendar year – regardless of the original join date.
- Aircraft Usage Fees Invoices, outlined above in Addendum B: Section 2, shall be emailed at the time of aircraft check-in. Payment options are direct bank transfer to the account specified above or check mailed to the club Treasurer. Payment shall be made by the end of the month, during which usage charges were incurred.

## **ADDENDUM C: “Red Dirt Aviators Flying Club OPERATIONAL RULES”**

### **Section 1: GENERAL OPERATIONAL RULES**

- Aircraft provided by the club are for the exclusive use of its members and their passengers.
- Members are required to conduct themselves in a manner that is a credit to the club.
- A member may use club aircraft for personal transportation, for individual flight training, or for pleasure.
- Club aircraft shall not be used for commercial operations nor business activities.
- The club’s objective is to maintain a workable ratio of members per aircraft, as determined by the Board of Directors.
- Members may pilot only those club aircraft for which they have received a check out from a Certified Flight Instructor approved by the club.
- Only Certified Flight Instructors approved by the club are authorized to give checkouts in club aircraft. No instruction is given during checkout flights by approved CFIs, only evaluations.
- Certified Flight Instructors approved by the club are independent contractors and are not provided by the club.
- Club aircraft may be flown solo only by individuals who satisfy the requirements and regulations.
- It is each member’s responsibility to comply with all regulations and requirements when flying club aircraft.
- Members shall conduct a comprehensive preflight inspection prior to every flight. The preflight shall follow the PAVE methodology. The aircraft preflight shall follow the procedures detailed in the Pilot’s Operating Handbook.
- Members shall use checklists from the Pilot’s Operating Handbook for all flight conditions, including but not limited to take-off, cruise, before landing, and post-landing procedures.
- Members shall follow the recommended learning procedure during taxi, take-off, cruise flight, and landing.
- Members are reminded that insurance coverage is not valid if club aircraft are flown without meeting regulatory requirements and for any limitations established by the insurance company.
- Members should obtain and become familiar with an Aircraft Flight Manual/Pilot Operating Handbook for every club aircraft flown.

- Only club aircraft and equipment may be stored in the hangar. Members may not store personal property in the hangar at any time.
- At no time shall any vehicle be parked so that it prohibits aircraft movement into or out of the hangar unless the member is in the immediate vicinity of the hangar.
- Upon completion of a flight, the pilot shall perform a thorough post-flight inspection of the aircraft and shall:
  - Document any squawks noted before, during, or after the flight
  - Remove all personal items and clean the cabin
  - Remove all bugs from the windscreen, windows, and leading edges as soon as possible following a flight.
  - Use only the provided materials for cleaning. Only approved window cleaner and microfiber cloths on the windows a.
- Any unreported damage or discrepancies discovered by a member will be assumed to have been caused by the last user. Report such instances to the Maintenance Officer.
- Aircraft fueling: Members are responsible for fueling the aircraft at the start of their flight and for fuel management. At the end of their flight, the aircraft shall be returned to the hangar with the correct amount of fuel specified for that aircraft.
- Fuel reimbursement: All club aircraft are rented at a dry rate. Fuel cost is the sole responsibility of the member.
- All aircraft movement services are a service to be used at your own risk

## **Section 2: RESERVATION OF CLUB AIRCRAFT**

- Reservations shall be made using <https://www.flightcircle.com/>
- Only members in good standing, as defined in Article 4 of the Bylaws, shall reserve club aircraft.
- No member shall fly a club aircraft without first reserving the aircraft in the provided scheduling system.
- Members shall reserve only the time for which they will be using the aircraft.
- Reservations remain valid for 30-minutes after the time of the reservation. After the 30-minute period, the reservation expires.
- If the aircraft cannot be returned at the time stated in the schedule, members are expected to make every attempt to contact any member so disadvantaged or a Board Member.
- If a member is unable to keep a reservation or arrives back early from a flight, the schedule should be updated to allow the aircraft to be used by other members.

- No more than 3 reservations may be held at one time per member.
- Overnight flights may be scheduled.
- Weekend and/or extended-time flights may be scheduled. For flights of 1, 2, or 3 (consecutive) days, aircraft shall be booked using the club scheduling tool. For a flight of 5 or more consecutive days, the member shall first contact a Board Member or Officer for approval prior to booking the aircraft in the club scheduling tool. Board Members and Officers will not self-approve their own Weekend or extended-time flight reservations.
- A member who utilizes club aircraft to an extent that impedes another member's ability to utilize the aircraft may have imposed flight time limits. They may have scheduling limitations applied, at the discretion of the Board of Directors

### **Section 3: REPORTING TIME AND EXPENSES**

- All club aircraft shall be dispatched prior to the flight and checked in upon completion of the flight, using <https://www.flightcircle.com/>.
- All flight time will be reported from the Tachometer in each aircraft, rounded to the next highest 1/10th of an hour. Discrepancies shall be noted when the aircraft is checked out or checked in and brought to the attention of a Board Member.
- Members shall also complete a paper "Tach Sheet," copies of which are available in the aircraft. The Tach Sheet shall contain the member's name, the date, and the starting and finishing tach and Hobbs times. The complete tach sheet shall be deposited in the box provided in the hangar.
- Tachometer time shall be used as the basis for billing and maintenance.
- All maintenance services and activities must be pre-approved by the Maintenance Officer if in base. If not in base, the Maintenance Officer or, if not available, a Board Member or Officer prior to having the service performed. Any maintenance performed outside of these guidelines could become the financial responsibility of the member who authorized the work. If you have any doubts, get the work done to return to base; be safe, but also be sensible.
- All maintenance squawks should be reported at the time of discovery to the Maintenance Officer or a Board Member or Officer.
- If you deem the aircraft to be unairworthy, then ground it. Contact the Maintenance Officer or a Board Member or Officer and contact all other club members who may be affected in the next 24 hours.

- Check and follow the procedures for shutting down and securing the aircraft at the completion of all flights. Ensure that the master switches are off to avoid draining the battery.

#### **Section 4: OVERNIGHT RESERVATIONS**

- The use of club aircraft for overnight trips is encouraged.
- If a club aircraft becomes stranded due to weather, please contact a Board Member or Officer to discuss the situation and determine a resolution.
- Hangar if possible. If damaging weather is forecasted, and hangar space is available, members are required to hangar the aircraft.

#### **Section 5: PILOT-IN-COMMAND ELIGIBILITY REQUIREMENTS**

- A Member may act as a Pilot-in-Command (PIC) of any club aircraft without an approved Club Certified Flight Instructor (CFI) on board only if one of the following conditions is met.
  - **Option 1: Experience-Based Qualification**
    - The member has logged a minimum of 100 total flight hours;
    - Of those, at least 25 hours must be in a retractable gear aircraft; and
    - At least 5 hours must be in the make and model of the applicable club aircraft
  - **Option 2: Training-Based Qualification**
    - If the member does not meet the above flight experience requirements, they must:
    - Complete a minimum of 10 flight hours with an approved Club CFI in the applicable make and model of club aircraft; and
    - Complete no fewer than 15 landings in the applicable make and model of club aircraft.
- Only appropriately qualified Club Members and approved Certified Flight Instructors are authorized to act as Pilot in Command (PIC) of club aircraft.
- To act as PIC, a member must be current as per FAA regulations and successfully complete a check out with an approved Certified Flight Instructor in the aircraft they intend to fly.

- During a check out in a club aircraft, a member pilot shall demonstrate aeronautical skills to a level appropriate to the certificate held to the satisfaction of the approved Certified Flight Instructor.