

Bylaws
Carlisle CAP Flying Club Inc.
(Revised 12/15)

ARTICLE I - PURPOSE

1. The purpose of the Carlisle Flying Club Incorporated (“Club”) shall be to provide a convenient means of flying for its Members at an economical rate. It is also a social organization where Members can share in the pride of aircraft ownership and have a forum to discuss all phases of flight operations with other pilots. Members shall be expected to put safety first while exercising good judgment and common courtesy. Also, Members are encouraged to advance their own training and attend the Club's monthly meetings.

ARTICLE II - MEMBERSHIP

1. Membership is available to FAA licensed pilots holding at least a Private Pilot Certificate, upon application to the Board of Directors as specified in Paragraph 3 of this Article. Because of insurance requirements, membership is limited to 30.
2. There are two categories of regular Club membership, one provisional membership category and one honorary membership category.
 - a. An individual making a non-refundable initiation fee and capital contribution as described in Article IV.2 shall be a “Full Member” and shall retain a pro rata equity interest in Club aircraft and the right to vote on matters that may come before the Club, subject to the limitations outlined in Article III.2.b. Full Members will pay monthly dues and

flying rates as established by the Club for that membership category. Full members will have a Capital Balance (as described in Article IV.2) that may fluctuate as club assets depreciate.

b. A Full Member whose capital contribution (as described in Article IV.2) falls below the contribution established for Full Membership shall be reclassified as a Provisional Member but shall retain a pro rata equity interest in Club aircraft and the right to vote on matters that may come before the Club, subject to the limitations outlined in Article III.2.b. Provisional Members will pay monthly dues and flying rates as established by the Club for that membership category. Provisional Members will have a Capital Balance (as described in Article IV.2) that may fluctuate as club assets depreciate. Provisional Members may return to Full Member status if they increase their capital contribution to the Full Member level. The Board may limit the length of time that an individual can be in the Provisional Membership category.

c. An individual making a non-refundable initiation fee and no capital contribution shall be an Associate Member retaining full privileges of Club membership with the following exceptions:

- 1.) Associate Members possess no equity interest in Club aircraft.
- 2.) Associate Members may not vote on Club matters.
- 3.) Associate Members will pay monthly dues and fees as established by the Club at rates higher than those for Full and Provisional Members.
- 4.) The Board may limit the number of Associate Members and/or the length of time that an individual can be in the Associate Member

category

d. Members may change their membership category with Club approval. The depreciated capital contribution of a Full or Provisional Member transitioning to Associate Member will be refunded when funds become available, as recommended by the treasurer and confirmed by vote of the Club.

e. The Club may, at its discretion, recognize a former Member or Associate Member as "Member Emeritus", an honorary title. A Member Emeritus shall have neither voting rights nor equity in Club resources, nor be permitted use of Club aircraft, nor shall a Member Emeritus be liable for dues or assessments.

3. New Members may be admitted to the Club after favorable recommendation by a committee appointed by the President, acceptance by Members, and successful completion of a check ride administered by a Club-approved instructor. Acceptance by Members will take place in one of two ways:
 - a. Unanimous approval by Members attending a regularly scheduled Club meeting.
 - b. Email. To avoid unreasonable delay, the President may, on receipt of favorable recommendation by the committee, poll the Membership by email. Unless any objection is communicated to the President or to any other member of the Board of Directors within 48 hours of the President's email, the proposed new Member will be accepted for membership, pending successful completion of the check ride.
4. The Board of Directors may, after notice and a hearing, and by

unanimous vote, expel a Member for due cause. The following may be deemed due cause for expulsion:

- a. Over 90 days delinquency in payment of sums owed to the Club.
- b. Violations of the Club Bylaws or Flying Rules.
- c. Violations of Federal Aviation Regulations.
- d. Conduct deemed unsafe or detrimental to the Club.
- e. Such other reasons as the Board may determine.

A unanimous vote for expulsion is final and not subject to appeal or other recourse. A Member who has been expelled loses all rights and privileges of membership effective with the date of expulsion. The Capital Balance of expelled Members will be retained by the Club until sufficient funds become available, as recommended by the treasurer and confirmed by vote of the Club. The expelled member's Capital Balance will then be refunded, but it will be reduced by the amount of any delinquent sum owed to the Club and by any reduction for asset depreciation as described in Article IV.2. Interest will not be paid on Capital Balances retained by the Club.

5. A Member resigning from the Club will submit a letter with the proposed effective date. Member resignation will be approved on receipt of the resignation letter and Treasurer confirmation that all financial obligations have been met. Members in good standing who resign from the Club will have their Capital Balance refunded when sufficient funds become available, as recommended by the treasurer and confirmed by vote of the Club. The amount of the Capital Balance will be determined as described in Article IV.2. Interest will not be paid on Capital Balances

retained by the Club.

ARTICLE III - MEETING OF MEMBERS

1. All meetings of the Members, except as herein otherwise provided, shall be held at a place to be determined by the President.
2. a. Normally, there shall be a monthly Members' meeting of the Club. Other meetings may be scheduled as required. Members shall be notified in advance by Club officers.

b. It shall be the duty of each Member to attend no fewer than three Club meetings per year. Failure to have attended a minimum of three meetings within the previous 12 months shall forfeit a Full or Provisional Member's right to vote. Full and Provisional members with fewer than 12 months in the Club must have attended a proportionate share of meetings, i.e., 4-8 months, one meeting, and 8-12 months, two meetings. Requests for waiver may be submitted in writing to the Club President.
3. The President, or in his absence the Vice President, or in the absence of the President and Vice President, a Chairman elected by the Members present, shall call the meeting of the Members to order and shall act as the presiding officer thereof.
4. Once a year at the May meeting, Full and Provisional Members shall elect by ballot Club officers as constituted by these Bylaws.
5. At every Club meeting, each Full and Provisional Member shall have only one vote subject to the limitations outlined in Article III.2.b. Votes cast by mail will be accepted subject to the limitations outlined in Article III.2.b provided they are received by the Secretary at least one day prior to the meeting when the vote is to be taken. Proxy votes in writing will

be accepted subject to the limitations outlined in Article III.2.b.

6. A majority vote of the eligible Members present (subject to the limitations outlined in Article III.2.b) is necessary for the adoption of any resolution, for the election of Club officers, and for the approval of an appointment to the Board of Directors.
7. Parliamentary procedures will be followed and minutes will be kept of all meetings of the Club membership.

ARTICLE IV - CLUB FINANCE

1. **Initial Fees.** A person duly elected to the Club as provided in these Bylaws shall be deemed either a Full Member or an Associate Member in accordance with the provisions of Article II and shall pay initial fees as described therein.
2. **Capital Balance.** Each Full or Provisional member shall have a Capital Balance. Each new member establishes his or her Capital Balance by making a capital contribution equal to the Par Contributed Equity (PCE) of existing Full Members. The PCE balance of all Full Members is subject to reduction by the Treasurer if at any point the Club Aircraft Asset Balance, as described in Article V10, becomes negative.
3. **Dues.** Each Member shall be assessed monthly dues, payable by the end of the month in which he or she is billed. The monthly dues may be changed from time to time at the discretion of the Board of Directors.
4. **Hourly Aircraft Rate.** Members shall be charged an hourly rate for aircraft use. The Treasurer will bill the Members monthly for their accumulated flight hours, based on Hobbs meter readings from the previous month. The hourly aircraft rate may be changed from time to

time at the discretion of the Board of Directors.

5. a. **Delinquency.** Any Member who has failed to pay all charges by the end of the month in which billed shall be considered delinquent. A late payment penalty as established by the Board may be added to the Member's bill after a 30 day grace period from the due date indicated on the monthly statement. The Board of Directors may waive the penalty upon a showing of good cause by the Member. A delinquent member's access to the club's on-line aircraft scheduling software may also be suspended.
 - b. When a delinquent Member fails to pay any sum owed to the Club, or at the discretion of the Board of Directors, to make suitable arrangements with the Board for payment thereof, within 60 days of the due date, the Member may be considered as indicating the intention to withdraw from the Club and the acknowledgment of responsibility for all costs associated with collection of any unpaid debt to the Club. The delinquent member may be expelled and his/her Capital Balance will be retained by the Club until sufficient funds become available, as recommended by the treasurer and confirmed by vote of the Club. The expelled member's Capital Balance will then be refunded, but it will be reduced by the amount of any delinquent sum owed to the Club and by any reduction for asset depreciation as described in Article IV.2. Interest will not be paid on Capital Balances retained by the Club.
6. **Damage to Club Property.** Each Member shall be individually liable for any non-insured or non-covered damage to Club property caused by said Member. (i.e. the deductible portion of any insurance loss, non-covered costs such as payment for a local mechanic to review the

damaged aircraft prior to a ferry flight to a repair facility, flights to repair facilities, etc).

7. **Assessments.** In the event that the Treasurer shall deem it necessary to obtain additional funds for the purpose of meeting Club financial obligations, he or she shall give advance notification to the Membership that the issue will be discussed and resolved at the next regularly scheduled meeting. At the meeting, the Treasurer shall recommend an amount required and a recommended funding source. If it is decided that a loan is not the preferred source of funds, it will be the responsibility of the equity members to provide the additional funds. Upon approval of a majority vote of the eligible Members present, an assessment shall be apportioned equally among all Full and Provisional Members. Subsequent to 60 days of the date of the assessment, the membership category of any unpaid Full Member will be changed to Provisional Member until the assessment is paid.

ARTICLE V - DIRECTORS

1. The powers, business and property of the Club shall be exercised, conducted and controlled by a Board of Directors consisting of four elected officers (President, Vice President, Secretary, and Treasurer) and as many appointed Directors as the Club or President deems necessary.
2. Meetings of the Board of Directors shall be called at a time and place to be determined by the President, or on the order of three Directors. The Board of Directors will meet no less than annually.
3. Notice of meetings of the Board of Directors stating the time and, in general terms, the purpose shall be provided to each Director not less

than three days before the day appointed for the meeting. If all Directors shall be present at any meeting, any business may be transacted without prior notice.

4. Four Directors shall constitute a quorum of the Board at all meetings and the affirmative vote of at least four Directors shall be necessary to pass any resolution or authorize any act of the Club by the Board of Directors. The President shall vote only to break a tie vote.
5. Each Member of the Board of Directors shall serve without compensation or reward, except as otherwise provided in these Bylaws.
6. The Board of Directors may engage personnel from inside or outside the Club membership to perform services on behalf of the Club as the Board deems appropriate and necessary. The Board may authorize just compensation for such services.
7. The Board of Directors shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of Club property and to do and perform or cause to be done and performed any and every act which the Club may lawfully do and perform.
8. Directors shall not be personally liable for any damages or claims against them arising out of or in connection with the performance of their duties as Director or in consequence of an act, negligence, or injury or damage caused by any Member. Furthermore, the Club through its insurance and to the extent of all assets, shall indemnify, save, and hold the Directors and Officers of the Club harmless from any and all claims for liability asserted against said Directors and Officers, both individually and as a

group.

9. If approved by Club majority vote (as provided in Article III.5), the Board of Directors may borrow money on behalf of the Club to facilitate the purchase of new equipment. The Club may also borrow from members. If any member loans money to the club, the loan amount will be treated separate and apart from the member's Capital Balance. Interest may be paid on member loans. Repayments to members for their member loans shall take precedence over capital remittances to members and former members.
10. The Board of Directors will be responsible for approving initiation fees, monthly dues, flying rates, installment options for equity payments and any proposed changes in the PCE balance of Full and Provisional members. The Board will also be responsible for monitoring the Club Aircraft Asset Balance, which represents Club aircraft assets in excess of member PCE Balances.

ARTICLE VI - OFFICERS

1. The elected officers of the Club shall consist of a President, Vice President, Secretary, and Treasurer. These officers shall be elected at the May meeting of the Members and shall hold office for 12 months or until their successors are elected and qualified.
2. The President shall nominate Members for appointment to other positions on the Board of Directors, minimally a Maintenance Officer and Safety Officer. These appointments will be approved by the Members in accordance with Article III, paragraph 6.
3. In the event of a vacancy in the office of President, the Vice-President

shall become the President. In the event of a vacancy of any other office, the President shall appoint a Member to serve the unexpired term.

4. Except as otherwise provided in these Bylaws, the Officers shall serve without compensation or reward and shall not be held liable for any liability which may arise against them in the course of daily operations of the Club. The Club will provide legal defense of any charge brought against an officer of the Club while performing the duties of this office.

ARTICLE VII - PRESIDENT

1. The President shall be the Chief Executive Officer of the Club. He or she shall preside at all meetings of the Club and the Board of Directors. He or she may call any special meetings of the Members of the Board of Directors and shall have, subject to the advice and control of the Directors, general charge of the business of the Club, and shall execute with the Secretary, in the name of the Club all certificates of membership, contracts and instruments (other than checks) which have been first approved by the Board of Directors.
2. The President shall be responsible to the Board of Directors for the operation of the Club. He or she shall make and enforce decisions regarding the suitability of all equipment and the qualifications of all Members for each type of flight operation. He or she shall recommend for approval to the Board of Directors all operational rules of the Club and shall report with recommendations all violations of such rules by any Member of the Club.
3. Each year before the May Members' meeting, the President shall appoint two or more Members to serve as a nominating committee which shall

report their nominations for the Officers at the May meeting.

4. The President may assign to any Member any duty or office which he or she deems appropriate and necessary to the conduct of the Club and which is not otherwise expressly provided for in these Bylaws.
5. The President shall arrange for an annual review of the Club account.

ARTICLE VIII - VICE PRESIDENT

1. 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.
2. The Vice President shall also perform such duties connected with the operation of the Club as he or she may undertake at the suggestion of the President.

ARTICLE IX - SECRETARY

1. The Secretary shall keep the minutes of all proceedings of the Members and of the Board of Directors. He or she shall attend to the giving and serving of notices of all meetings to the Members and of the Board of Directors and otherwise. He or she shall keep a proper membership record showing the names of each Member of the Club, the Bylaws, the Club Seal, if any, and such other records and documents as the Board of Directors may direct. In the absence or disability of the Treasurer, and under the direction of the President, he or she shall execute, in the name of the Club, checks or expenditures authorized by the Board of Directors.
2. The Secretary shall perform all duties incident to the office of Secretary, subject to the control of the Board of Directors.

3. The Secretary shall also perform such duties connected with the operation of the Club as he or she may undertake at the suggestion of the President.
4. The Secretary shall maintain a file consisting of photocopies of Members' pilot certificates, biennial flight reviews, and current medical certificates. Extracts from the Internet scheduling application will not suffice. It is the Member's responsibility to keep the Secretary's copies current. The Secretary shall periodically review this file for completeness and currency and notify delinquent Members.
5. The Secretary shall maintain a file containing all Board resolutions that have not expired or been superseded.

ARTICLE X - TREASURER

1. The Treasurer shall maintain the account of the Club and shall make such disbursements as are authorized by the Board of Directors. He or she shall also account for all receipts, disbursements and balance on hand.
2. The Treasurer will provide a report of the financial status of the Club to the general membership at regularly scheduled meetings.
3. The Treasurer shall recommend to the Board any changes in monthly dues, hourly flying rates, initiation fees or PCE balances. The Treasurer shall monitor the asset value of all club aircraft and maintain the Aircraft Asset Balance as described in Article V.10. The Treasurer shall also maintain a record of each member's Capital Balance (equity) and loan balance if applicable. If necessary, the Treasurer shall obtain Board approval to adjust each PCE balance to account for asset depreciation.
4. The Treasurer will inform the President if any Members are delinquent,

and notify him or her when such delinquency plus any fines have been paid.

5. The Treasurer shall perform all duties incident to the Office of the Treasurer, subject to the control of the Board of Directors.
6. The Treasurer shall also perform such duties connected with the operation of the Club as he or she may undertake at the suggestion of the President.

ARTICLE XI - AIRCRAFT MAINTENANCE OFFICER

1. The Aircraft Maintenance Officer shall be responsible for maintaining current information in the log books of the aircraft.
2. The Aircraft Maintenance Officer shall have overall responsibility for maintaining the aircraft in proper operating condition, and for obtaining all inspections, major overhauls and or compliance with all service bulletins for the aircraft. To this end the Aircraft Maintenance Officer may authorize reasonable expenditures for labor, parts, fuel and lubricants. He may also authorize maintenance service flights.
3. The Aircraft Maintenance Officer shall be responsible for all paperwork associated with inspections and major repairs.

ARTICLE XII - SAFETY OFFICER

1. The Safety Officer shall serve as a clearing house of safety-related information to keep the membership informed on such things as regulatory changes, air traffic control procedure changes, seasonal weather considerations, and other matters related to flight safety. He or she will report regularly to the membership concerning current items related to safety.

2. The Safety Officer shall investigate reports of accidents, incidents, unsafe acts or other complaints concerning a Club Member and report to the President, or to the membership if requested by the President, as to the results of this investigation.
3. The Safety Officer shall make recommendations to the President, or to the membership if requested by the President, on any matters relevant to the safe operation of the Club.

ARTICLE XIII - SAFETY BOARD

1. A Safety Board shall be designated by the Board of Directors for each aircraft incident or accident involving either a Member of the Club or any equipment belonging to the Club, providing such incident or accident resulted in damage to equipment or injury.
2. The Safety Board shall consist of five Members of the Club who were not involved in the incident or accident.
3. The Safety Board shall take all steps necessary to ascertain the facts, conditions, and circumstances for the accident, shall arrive at conclusions regarding the probable cause and the responsibility for said accident, and shall make known to the Board of Directors, and to all parties involved in the accident, its findings in the form of a written report.
4. The Board of Directors, upon receipt of the findings of the Safety Board, shall offer to all parties involved in the incident or accident the opportunity of a hearing. After the hearing, or if such hearing is waived by all the parties involved, the Board of Directors shall decide the financial responsibility. Recommendations of the Board will be presented at a Club meeting and acted upon by recorded vote of two-

thirds of the eligible Members present.

5. All financial obligations imposed on any Member as a result of the decision of the Board of Directors shall be satisfied within 30 days of written notice.

ARTICLE XIV - HEARINGS

Any Member who takes exception to a decision of the Board of Directors on a matter involving the Member may request in writing a hearing before the Board of Directors. If the Board agrees with the request and holds such a hearing, any decision the Board may make on the matter will be final.

ARTICLE XV - EXPENDITURES

1. No Member may authorize expenditure or otherwise incur financial obligations in the name of the Club except as expressly provided for in these Bylaws or other regulations duly promulgated by the Club membership.
2. Individual Members will be reimbursed for any Club aircraft repairs or maintenance necessary to safely complete a trip back to the airport. However, when a Member has an aircraft away from the local area, all reasonable attempts shall be made to contact a Club officer before authorizing any repairs in excess of \$500.

ARTICLE XVI - FLIGHT RULES

1. The Board of Directors shall develop, or cause to be developed, a set of Flight Rules. The Flight Rules will take into consideration varying levels of Member experience and proficiency and the type of aircraft to be flown. Compliance with the Flight Rules is the responsibility of each Club Member.

ARTICLE XVII - SURPLUS

1. The net savings or surplus remaining after all operating costs and other expenses have been paid shall remain in the Club treasury for the purchase of new equipment, for engine overhaul, for contingencies, or for the purpose of reducing the hourly rates for flying or dues as shall be determined by the Board of Directors. The net savings in any event shall not be distributed to the Members for their individual use.

ARTICLE XVIII - DISSOLUTION

1. Should it be necessary to dissolve the Club, all associated property will be liquidated and the net proceeds distributed among the members in the same proportion as their existing capital balance is of the total capital balance of the members.

ARTICLE XIX - AMENDMENTS

1. 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 two-third (2/3) majority vote of eligible Members present; provided, however, that notice of the proposed amendment shall be given to all Members at least ten days before said meeting.

**I HAVE READ AND FULLY UNDERSTAND THE BYLAWS OF THE
CARLISLE CAP FLYING CLUB.**

SIGNATURE - _____ DATE - _____

Carlisle CAP Flying Club Incorporated
Flight Rules (Rev 12/15)

1. All flight operations are the sole responsibility of the individual Member. All Members of the Club shall comply with all Federal Aviation Regulations, state, airport, and Club rules while operating Club aircraft.
2. A violation of Flight Rule #1, or poor judgment that jeopardizes safety of an aircraft or people by a Member, renders him or her liable to sanctions ranging from a reprimand to a temporary flight suspension and, upon further review by the Board of Directors, further sanction, to include expulsion from the Club.
3. All new Members must be checked out by a Club-approved CFI in a Club aircraft before acting as pilot-in-command. Scheduling check rides is the sole responsibility of the individual Member.
4. Before flight, a Member must perform a thorough preflight inspection of the aircraft, to include a visual inspection of the fuel quantity. Any damage or discrepancies discovered by the Member will be assumed to be the responsibility of the last user, unless it has been written up in the flight time logbook and/or reported previously to the Maintenance Officer or, in his or her absence, any other Club officer.
5. All aircraft operating limitations must be observed. Acrobatic maneuvers are prohibited except those which are permissible under the operating limitations when the aircraft is operated in the Utility category. Intentional spins are prohibited in Club aircraft.
6. Smoking in or within 50 feet of the aircraft is prohibited.

7. Scheduling of aircraft will be through a Club selected Internet scheduling application. Flights scheduled for multiple days away from Carlisle will be charged a minimum of one hour for each scheduled day.
8. All aircraft reservations must be honored until 15 minutes past the reserved starting time. Any Member using an aircraft reserved by another Member will be subject to a temporary flight suspension.
9. Except in emergencies, Club aircraft shall be flown from and landed on airfields approved and licensed by appropriate state authority. Any Member who makes a precautionary landing on an unapproved field must notify the Club President or other officer. The aircraft is not to be moved until approval is received from a Club officer. Costs of returning the aircraft will be borne by the Club.
10. On returning the aircraft to the hangar, the pilot must leave it ready for the next flight. The windshield and all leading edges will be cleaned free of bugs, waste paper and extra charts removed, seat belts straightened, and radios and master switches confirmed off. In addition, pilots should notify other Club Members via email or the Club scheduling tool bulletin board of situations that may affect future flights; e.g., fuel pump problems, fuel availability, or change of aircraft status. Pilots should also consider phoning the next scheduled pilot(s) if the change could affect an imminent flight or flights.
11. Fuel tanks will be refilled in accordance with current policy on completion of the flight unless the Member scheduled to fly is on hand and determines there is sufficient fuel for his or her intended flight.
12. Locally, no Member may perform or contract any maintenance on Club

aircraft, without authorization from the Maintenance Officer or his or her appointee. The Maintenance Officer or his or her appointee must authorize all service flights. These flights will be logged as such and will not be charged to the Member.

13. Aircraft use.

a. Because of aircraft certification limitations, no Club aircraft may be flown for compensation or hire. EXCEPTION: CFIs may be compensated for Club flight instruction.

b. Club aircraft may not be used to give flight instruction to anyone except Club Members.

14. All Club Members are expected to maintain flight currency in accordance with the Federal Aviation Regulations and are strongly encouraged to fly as often as possible.

15. Club aircraft may not be flown locally during the monthly Club meeting.

16. Club Members will ensure that the Secretary has current copies of their pilot certificates, medical certifications, and biennial flight reviews.

I HAVE READ, FULLY UNDERSTAND, AND WILL COMPLY WITH THE FLIGHT RULES OF THE CARLISLE CAP FLYING CLUB.

SIGNATURE - _____

DATE - _____