



# FlySRQ, Inc. Operating Rules

10/22/2024

**MISSION:** Safe, affordable, convenient access to flight by learning together, sharing resources, and flying often.

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## ARTICLE I. GENERAL

### Section 1. Knowledge

All members of the FlySRQ, Inc. (“the Club” or “Club”) are required to be familiar with and follow the regulations of the Federal Aviation Administration (FAA). All members are also required to follow the policies and guidelines imposed by the Club’s insurance providers and the FlySRQ, Inc. Bylaws and Operating Rules, including amendments and modifications thereof as are announced at a general meeting, distributed to all members via email, or otherwise circulated to all members in a means acceptable to the FlySRQ, Inc. Board of Directors (“Board”).

### Section 2. Compliance

Failure to observe FAA Regulations, Insurance Policy and Guidelines, Club Bylaws, or Club Operating Rules, may result in action against a member by the Board. Requests for deviation

from any rule or procedure shall be presented to the Club President or, if unavailable, another officer of the Club, who will in turn present the request to the Board for a decision.

### **Section 3. Precedence**

FAA regulations, insurance company policies or guidelines, Club Bylaws or Articles of Incorporation all take precedence over Club Operating Rules.

### **Section 4. Media Correspondence**

All requests from media organizations (newspapers, television, magazines, websites, etc.) for information regarding the Flying Club shall be referred to the Board of Directors. Members shall be especially conscious of this rule in the event of an accident or incident involving Club airplanes.

### **Section 5. Special Rules**

Special rules for the members may be adopted from time-to-time by the Board. Such rules, when adopted and in effect are made a part hereof.

## **ARTICLE II. CHECKOUT AND CURRENCY**

### **Section 1. Initial Checkout**

New members will be admitted to the Club under a “dual-only” designation. To qualify to operate the Club aircraft solo and clear the “dual-only” designation, members must:

- (a) Complete a ground study course in the operation of avionics installed in the airplane that is acceptable to the Board of Directors and the Club’s insurance provider.
- (b) Successfully complete an Initial Checkout flight with a Club-approved CFI.
- (c) For aircraft equipped with Dynon Skyview HDX EFIS, view parts 1-6 of the Dynon Skyview Training Class video series.

### **Section 2. Proficiency**

- (a) *Annual Proficiency Ride.* To operate a Club airplane, each pilot must have **completed** a proficiency ride in a Club airplane given by a Club-approved CFI, within the preceding 12 calendar months. **When a member completes a Flight Review, their Annual Proficiency Ride will be scheduled for one year later, regardless of when the Flight Review was completed.** The Club Safety Officer, with the approval of any Board member, may grant a one-month extension to any pilot who has made reasonable effort but has been unable to complete the annual proficiency ride on time. The Board member participating in the decision may not be the pilot who is requesting the extension.
- (b) *Flight Review.* To operate a Club aircraft, each pilot must have fulfilled the flight review requirement required by the FARs. The Club encourages meeting this requirement by means of the FAA’s WINGS program.

- (c) *Night Operations.* To operate a Club aircraft at night, each pilot must have completed a night checkout with a Club-approved CFI and be current with the night flight requirements established by the FARs.
- (d) *Instrument Flight.* Club aircraft may NOT be flown in instrument meteorological conditions (IMC).

## **ARTICLE III. AIRCRAFT OPERATION**

### **Section 1. Commercial Operations**

Club airplanes shall under no circumstances be operated commercially or for hire.

### **Section 2. Pilot-in-Command**

A Club member may act as Pilot-in-Command (PIC) of Club-owned airplanes only if the member:

- (a) is in good financial standing with the Club as defined in Article V, Section 2, and
- (b) has satisfactorily completed checkout and currency requirements defined in Article II.

### **Section 3. Right Front Seat Operations**

A Club member may operate Club airplanes from the right seat if the member is accompanied in the left front seat by a Club member who is current in the model aircraft being flown and all takeoffs and landings are performed by the pilot in the left seat. If a member has received specific training and approval for right seat operations from a Club Approved CFI, all operations, including takeoffs and landings from the right seat, are permitted.

### **Section 4. Preflight**

Prior to flight, Club aircraft must be inspected in accordance with the manufacturer's manuals. The PIC must also review open squawks and determine compliance with scheduled maintenance requirements found in Flight Circle and/or the airplane flight log. A standard weather briefing for each flight is strongly advised and NOTAMS and TFR's must be checked before each flight.

### **Section 5. Approved Airports**

Except in an emergency or with approval from the Board of Directors, Club aircraft may only be operated at airports included in the official, current FAA Chart Supplement.

### **Section 6. Soft Field Operations**

Soft field operations on grass runways shall only be permitted if the Club member has completed a soft field checkout with a Club Approved CFI. Soft field operations with wheel pants installed are not recommended. A Club member shall be personally responsible for

any damage to the wheel pants during operations on non-paved runways. Operations on non-paved runways other than those with a grass surface are prohibited.

### **Section 7. Defects and Maintenance Request**

All equipment failures, damage, malfunctions, and maintenance requests shall be recorded in Flight Circle. If a maintenance item may affect the safe operation of the airplane, the reporting member must notify the Maintenance Officer or a Board member and a placard stating the airplane is grounded must be placed in the cockpit.

If a maintenance issue arises away from the Club's home base, the Maintenance Officer or a member of the Board of Directors shall be contacted. The Maintenance Officer and/or the Board will coordinate with the Member onsite to locate an appropriately qualified local mechanic to service the airplane.

### **Section 8. Accidents and Incidents**

All accidents, damage, or other incidents must be reported to the Board of Directors. The Board will immediately review the circumstances around the event and notify the NTSB if required by 14 CFR § 830.

### **Section 9. Securing Club Aircraft**

After any use of a Club aircraft, in addition to the shutdown checklist, the following procedures shall be followed:

- All electrical switches including master, avionics and lighting turned off.
- Wheel(s) chocked. If parked outside, both main wheels must be chocked.
- Cockpit clean.
- Seat belts ready for next flight - placed such that they visually appear fastened on a seated person.
- Trim in take-off position.
- Pitot and intake covers in place.
- Bugs removed from leading edges.
- Canopy clean.
- Fuel tank topped off with fuel visible in the filler neck.
- If not in an enclosed hangar:
  - a. Tied down and chocked.
  - b. Controls locked.
  - c. Canopy latched.
  
- Hobbs time, gas and oil consumption, and squawks, are to be entered into Flight Circle as soon after the flight as practical.

### **Section 10. Fueling**

For Club airplanes that may be fueled with multiple fuel types, premium unleaded auto fuel, 91 octane or higher is preferred. When operating these airplanes from the Club's home base members shall fuel these airplanes from the fuel caddy tank located in the Club hangar.

Whether at the home base or away, safe fueling procedures must be observed. The airplane may not be fueled inside the hangar, cell phone operation is not permitted in the vicinity of fueling operations and the airplane must be static grounded to the fuel tank. Any fuel spills must be reported to the airport fire department.

The members are encouraged to top off the Club fuel caddy tank as often as it is convenient for them to do so. At a minimum the fuel caddy tank shall be filled whenever the caddy tank level is at the ¼ mark or below.

Members are required to observe proper safety precautions when transporting fuel to the airport.

When operating Club airplanes that may be fueled with multiple fuel types away from the home base, members are encouraged to use acceptable unleaded fuel, if available. Fuel purchases away from home base shall be made with the member's personal credit card. Members may submit receipts for such fuel purchases to the Treasurer for reimbursement. Receipts must show the date and amount of fuel purchased. Members will be reimbursed for fuel purchased at the average rate of local premium unleaded auto fuel as determined from time to time by the Board of Directors.

### **Section 11. Cleaning**

Club airplanes shall be cleaned only using proper chemicals, supplies and procedures established by the Board of Directors. Chemicals and supplies will be stored in the cleaning cart in the Club hangar along with a laminated guide detailing proper procedures.

### **Section 12. Loading and Unloading**

Pilots or passengers are not allowed to embark or disembark while the aircraft engine is running.

### **Section 13. Cold Weather Flying**

On the first flight of the day if the outside temperature is 32° F or lower, or the outside temperature has been at or below 20° F for more than 2 hours within 12 hours of preceding the flight, Club aircraft may not be operated unless suitable pre-heating procedures are used. The cost of such pre-heating procedures is to be borne personally by the member using the aircraft.

- (a) *Preheat Confirmation.* A Club member must confirm that the preheat was successful by confirming that the rocker covers are warm to the touch and that oil is flowing freely from the dipstick.
- (b) *Use of a heated hangar.* If a member chooses to preheat using a heated hangar, the aircraft must be in the hangar for at least 8 hours prior to the flight.
- (c) *Recommendation.* If a member has the time and the resources, the Club requests, but does not require, that the member use a heated hangar.

### **Section 14. Smoking**

Smoking is NOT permitted at any time in Club aircraft or hangar.

## Section 15. Keys

Upon joining the Club, each member shall be issued one key for the Club hangar. Replacement keys may be purchased at cost. Upon leaving the Club, a member must surrender all keys to the Board of Directors.

## ARTICLE IV. BOOKING AND SCHEDULING

### Section 1. Booking

Club aircraft may not be operated without a booking first having been made in Flight Circle.

### Section 2. Booking Rules

To allow Club members to utilize Club aircraft as much as possible in a manner which ensures just and fair availability for all members, the following rules for booking Club aircraft are to be followed:

- (a) *Booking Duration Limit*: Unless permission is otherwise given in advance by the Board, extended cross-country flights are limited to 12 days and shall not infringe upon more than one weekend. A weekend is defined in this paragraph as Saturday 0001 to Sunday 2359.
- (b) *Loss of Booking Due to Lateness*: If a member cannot arrive on time for a flight, the booking must be rescheduled or canceled in Flight Circle. A member arriving over 45 minutes late forfeits a booking unless it is an overnight reservation (i.e., booking includes entire 9pm through 6am period). Overnight bookings are forfeited after two hours.
- (c) *Number of Bookings*: Members will be limited to five (5) bookings in Flight Circle at a time.
- (d) *Dispatch and Recovery*: Before use of the Club airplane, Club members must mark the airplane as “Dispatched” in Flight Circle. Upon return at the end of the flight, the airplane must be checked in and flight times, oil usage, landings and squawks must be entered in Flight Circle as soon as possible.
- (e) *Deviation from Bookings Rules*: Requests for scheduling arrangements in variance of these booking rules shall be made to a Board member, who shall present them to the entire Board for approval.

### Section 3. Cancellation and Modification of Bookings

A booking shall be canceled or modified as soon as possible after a Club member is aware, for whatever reason, that the Club member will not utilize the Club aircraft.

### Section 4. Alternate Bookings

In the event a Club aircraft is booked at a time that another Club member wishes to use the aircraft, the Club member may use Flight Circle to book a backup booking. If a backup booking exists, the member with the primary booking may not swap the original booking with a member other than the member holding the backup booking.

**Section 5. Return to Home Base**

All flights shall return to the home base by the end of the time for which the aircraft was booked. If poor weather or unavoidable factors prevent a flight from returning on time, a Club officer or Board member must be called and given the aircraft's location, a telephone number at which the Club member can be reached, and the expected time of return. The Club member shall also ascertain from the schedule the Club's members whose bookings will be affected by the delay in return. The Club member shall telephone such members to advise them of the delay. If the aircraft is not booked until the expected time of return, the booking must be extended to such time.

**Section 6. Aircraft Left Away from Home Base**

A Club member who must leave a Club aircraft at an airport that is not its home base is financially responsible for the return of the aircraft to its home base as soon as conditions permit. The aircraft must always be left correctly tied down or hangared while away from its home base.

**ARTICLE V. HANGAR RULES**

**Section 1. General**

The Club hangar is to be used for Club activities only. Storage of any personal items unrelated to the direct Club operations is prohibited.

**Section 2. Security**

The Club hangar shall be left with all doors closed and locked when not attended by a Club member.

**ARTICLE VI. FINANCIAL**

**Section 1. Payment of Dues and Charges**

Monthly dues, charges for flying time, and any other money owed to the Club are due on the first day of each month. Payments are considered late if not received by the 10<sup>th</sup> of the month.

**Section 2. Delinquency**

Any Club member who has failed to pay any monies due to the Club within sixty (60) days after such monies are due shall be considered a delinquent member and shall be prohibited from flying Club aircraft.

**Section 3. Fees**

All landing and parking fees shall be paid personally by the Club member at the time of occurrence.