

K-State Flying Club Constitution and By-laws

K-State Flying Club, Inc.  
1725 S. Airport Rd. #4  
Manhattan, KS 66503

Revised 10/9/2011

CONSTITUTION

- Article I. The name of this Corporation shall be "The K.S. Flying Club, Inc." (d.b.a. "K-State Flying Club, Inc.").
- Article II. The purpose of this Corporation shall be: To promote interest in aviation; and to conduct all legal business of the Corporation.
- Article III. The following officers of this Corporation shall be elected from the membership at large and shall be (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, and (5) Safety Officer. These officers shall be elected at a meeting of the corporate general membership, and shall form the Board of Directors of the Corporation. Each of the elected officers shall be elected to serve a term of 12 months. The assistant Treasurer and the Flight Officer shall be appointed by the Board of Directors and shall be ratified by the membership at large. The President, the Vice-President, and the Secretary shall be elected at the last meeting of the academic year (Spring). The Treasurer and the Safety Officer shall be elected at the first meeting of the academic year (Fall). The assistant Treasurer, Flight Officer and Plane Captains shall be appointed at the first meeting of the academic year (Fall).

Section A. The President

The President shall preside at all meetings. He or she shall call any meetings deemed necessary, shall fix the time of all meetings, and shall give notice to all members, either orally or with written notice, at least twenty-four (24) hours prior to said meeting.

Section B. The Vice-President

In absence of the President, the Vice-President shall assume full responsibilities of the President. Furthermore, he or she shall introduce new members to Corporation procedures, policies, and aircraft.

Section C. The Secretary

The Secretary shall account at each Corporation meeting for all correspondence, keeping a written record of the proceedings of all meetings.

Section D. The Treasurer

The Treasurer shall keep all records of the Corporation except the engine logs and the airframe logs; receive all the money of the Corporation and expend only the money authorized by the Board of Directors.

#### Section E. The Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer on monthly billings for the Corporation.

#### Section F. The Safety Officer

The Safety Officer shall obtain and maintain the qualifications and currency for all members of the Corporation. Furthermore, he or she shall formulate such rules deemed necessary to maintain flight safety and pilot proficiency among Corporation members. He or she shall arrange for the program for all meetings of the Corporation.

#### Section G. The Flight Officer

The Flight Officer shall be responsible for the maintenance of the Corporation aircraft, keeping maintenance and service records.

#### Section H. Plane Captains

A Plane Captain for each airplane will be appointed by the Board of Directors. Duties will be assigned by the flight Officer including seeing that their assigned aircraft is available for each wash and wax and being responsible for care of that airplane during the wash and wax.

Article IV. In the event that an elected officer of the Corporation is absent from a called meeting, the President of the Corporation shall delegate another member of the Corporation to assume the responsibilities of the said officer during the time said officer is absent, except in the absence of the President, in which case the Vice-President shall preside and the appointed member shall take the place of the Vice-President.

Article V. In the event an elected officer is unable to fulfill his or her obligations to the Corporation in the capacity to which he or she is elected, resigns his or her position, or sells his or her share in the Corporation, a replacement shall be named by the remainder of the Board of Directors to fulfill the duties of the office until the next regular election for that office, except in the case of the President, in which case the Vice President will assume the responsibilities of the President and a replacement will assume the responsibilities of the Vice-President.

Article VI. Membership in the Corporation is open to the public; however, priority will be given to K-State students, faculty, staff and alumni. Approval by the Board of Directors is required for admittance to this Corporation.

Article VII. The corporation shall issue shares of stock, valued at three hundred (300) dollars per share, which shall be purchased by members. A fifty (50) dollar administrative fee shall be collected at the time of stock purchase. Each member shall be limited to one (1) share of stock in the Corporation and permitted one vote. The buying and selling of shares shall be negotiated by the Vice-President, and he or she shall receive ten (10) dollars paid by the purchasing party for each share sold.

Article VIII. Relinquishment of membership in the Corporation can be made only upon the sale or

transfer, by the Vice-President, of a member's share to a new member. Members shall receive their share value, less any outstanding balance owed to the Corporation. All obligations to the Corporation must be paid in full before transfer or sale of a share can be considered valid.

Article IX. A member of the Corporation may be directed to sell his or her share in the Corporation by the President upon direction of the Board of Directors.

Article X. A quorum is necessary to conduct Corporation business. A quorum is equal to one-third the current membership. A simple majority vote of a quorum is required to enact corporation business.

Article XI. Any changes in the corporation's constitution may be made after approval of the Board of Directors and a three-fourths vote of a quorum.

Article XII. Meetings of the Corporation shall be governed according to Robert's Rules of Parliamentary Procedure.

Article XIII. No member of the Corporation shall use any equipment or funds of the Corporation in any way other than as afforded to him or her as a student pilot or a private pilot except that a member of the Corporation who is a Corporation-approved, FAA Certified Flight Instructor (CFI) may provide dual instruction to other members of the Corporation.

Article XIV. A corporate resolution containing the signatures of at least three (3) officers is required for each new loan made by the Corporation.

## BY-LAWS

### I. Corporation Property

Any property, including aircraft, aircraft accessories, parachutes, etc., purchased jointly by the Corporation members shall be owned outright by the Corporation.

### II. Flight Rules and Regulations

All flying shall be done in strict observance of existing Federal Aviation Regulations, State regulations, local field rules, and Corporation rules.

### III. Membership Fees

Each membership shall pay fixed monthly dues amounting to thirty-five (35) dollars to be applied to the fixed operating costs of the Corporation. Each member shall pay a minimum flight charge of sixty-five (65) dollars. Such minimum flight charges, if not offset by actual flight time, shall be cumulative for up to two (2) months. Any actual flight charges occurring during a fiscal month shall be offset first by minimum flight charges assessed during the previous fiscal month. Elected and appointed officers of the Corporation shall be exempt from paying minimum flight and monthly dues; in addition, the Treasurer shall receive a monthly salary of one hundred (100) dollars, and the President, Vice-President, and Safety Officer shall each receive a monthly salary of forty (40) dollars. Monthly salary for the appointed offices of Flight Officer and Assistant Treasurer shall be determined by the elected members of the Board of Directors.

### IV. A leave of absence will be granted to Corporation members upon written application to the Board of Directors when the member is away from the home base for more than sixty (60) days at a distance that would make the use of Corporation aircraft either impossible or impractical, or when the member is physically unable or unfit to fly. Members on leave of absence will be required to pay thirty-five (35) dollars fixed dues but are exempt from minimum flight charges.

### V. Delinquent Accounts Definitions:

Unpaid Balance - previous balance due minus all credits received by the 21<sup>st</sup> of the month, except Minimum Flight Credit.

Overdue Unpaid Balance - unpaid balance minus the value of a share of stock in the Corporation.

Any member failing to pay any bill by the 21<sup>st</sup> of the month shall pay one and one half (1.5) percent interest on the unpaid balance. In addition, any member who has an overdue unpaid balance by the 21<sup>st</sup> of the month must voluntarily ground himself or herself until the overdue unpaid balance is paid by delivering the payment directly to the Treasurer. If a member mails his or her payment, it must be in the Corporation's post office box by the 21<sup>st</sup> of the month; simply mailing the payment on the 21<sup>st</sup> is not sufficient. It is the member's responsibility to determine that payment has been received by the Treasurer by the 21<sup>st</sup> of the month. If the member does not present an acceptable payment plan to the Treasurer by the 18<sup>th</sup> of the following month, legal action will be taken to recover the current balance due and expulsion will be considered by the Board of Directors. Likewise, if the payment plan is not adhered to, legal action and expulsion will be considered immediately. If the member flies before paying the overdue unpaid balance, that member is subject to immediate expulsion from the Corporation. The President,

Vice-President, or Treasurer will telephone and write a letter to inform the member of his or her expulsion, effective on the date of that member's unauthorized flight. Any flights after the date of the expulsion will be considered an illegal use of Corporation airplanes and will be reported to the Riley County Police Department as a theft. The only exception to the voluntary grounding for non-payment will be by PRIOR WRITTEN PERMISSION from the President or the Vice-President. The permission to deviate from this by-law must be renewed each month that the member is unable to pay his or her overdue unpaid balance by the 21<sup>st</sup>. While the Treasurer will attempt to notify the member by phone that he or she is to be grounded, lack of notification from the Treasurer will not be an acceptable reason to fly an airplane after the 21<sup>st</sup> with an overdue unpaid balance.

VI. Maintenance of Aircraft

Maintenance work on the Corporation's aircraft shall at all times be conducted under the supervision of FAA certified airframe and power plant mechanics.

VII. Authorization to Pilot Corporation Aircraft

No persons other than Corporation members, Corporation-approved FAA-certified flight instructors giving dual instruction to said members, or FAA certified airframe and power plant mechanics performing maintenance on Corporation aircraft shall pilot the Corporation's aircraft.

VIII. Breach of Rules

Any member of the Corporation may be grounded and/or fined for failure to observe the rules of the Corporation stated herein. The Board of Directors will pass judgment on said members. If a member of the Board of Directors is on trial, the remaining members of the Board will appoint another Corporation member to sit in for him or her.

IX. Member Liability

Each corporation member or Corporation-approved CFI shall be held liable by the corporation for any damage to corporation aircraft resulting from that person's carelessness or negligence. Responsibility for such damage shall be fixed by the Board of Directors, or if required, by an FAA investigating team.

Corporation members, or Corporation-approved CFI who by their actions are found to be responsible for damage to corporation aircraft shall pay the first three hundred (300) dollars to repair damage caused to the aircraft.

Corporation members, or Corporation-approved CFI's who act in any capacity other than that of a student pilot, private pilot, Corporation members who are Corporation-approved CFIs that act in any capacity other than that of a private pilot or a flight instructor providing instruction to a Corporation member, and Corporation-approved CFIs that are not Corporation members that act in any capacity other than that of a flight instructor for a Corporation member, and who are found to be responsible for damage to corporation aircraft shall be held liable for the entire amount of any insurance deductible where insurance coverage is provided, and shall be held liable for the entire amount of damage to corporation aircraft where insurance coverage is not provided. A written report of the decision of responsibility shall be filed with Corporation records. Liability deductibles are as stated in the current insurance policy.

## X. Scheduling Procedures

1. The aircraft must be scheduled with the current scheduling system before use. Failure to cancel an aircraft when scheduled and not flown subjects a member to the following fine:
  - If the aircraft is scheduled for less than 4 hours, the fine will be ½ hour of flight time.
  - If the aircraft is scheduled for greater than 4 hours but less than 24, the fine will be 1 hour.
  - If the aircraft is scheduled for greater than 24 hours, the fine will be 1 hour per day.

If weather prohibits a flight from starting at the scheduled time, the member is expected to cancel or amend the schedule as soon as practicable.

2. All aircraft may be scheduled no more than one-hundred twenty (120) days in advance.
3. The President will schedule a wash and wax each semester. Failure of a member to attend a scheduled wash and wax will subject that member to a fine of forty (40) dollars.

## XI. Pre-Flight Inspection

Aircraft are to be carefully inspected prior to each flight. If any problems are discovered, they should be noted in the squawk list and the pilot should notify the Flight Officer and Maintenance provider.

## XII. Post-Flight Procedures

Aircraft are to be refueled and returned to their respective hangars upon their return to the home field. Members are expected to make sure that all electrical accessories on the aircraft have been turned off, and to make sure that they have removed from the aircraft all personal belongings and accumulated trash. Failure to ensure that all electrical equipment has been turned off, which caused the storage battery to become discharged, shall cause a member to be subject to a fine of thirty-five (35) dollars.

## XIII. Flight Log

A flight log is maintained by the Treasurer in order to determine each member's monthly user charges. Check the hobbs meter reading before you fly. If there is a discrepancy between the meter reading and the last log entry, note it in the flight log and notify the Treasurer. After each flight, neatly fill out the log with the following: date, nature of flight (local, destination, check-out, etc.), duration, hobbs time, tach time, and maintenance discrepancies. Hobbs and tach times must be fully written out (4 digits plus tenth). Failure to sign the logbook subjects the member to a fine of ten (10) dollars. If failure is deemed intentional by the Board of Directors, the member is subject to expulsion. If a member discovers that the flight log is incorrect in some way, he or she should notify the Treasurer. Flight time is determined by the hobbs meter in each plane. If the hobbs meter is inoperative, the member should use the tach time and report the inoperative hobbs meter to the Flight Officer and on the squawk list in the log book.

## XIV. Cross-Country Flights

Definitions: For the purpose of this by-law, a cross-country flight shall be defined to mean any flight in which a member flies fifty (50) or more miles away from the home base.

1. Any fuel bills encountered on cross-country flights are to be paid by the member. The receipts of such purchases shall be conveyed to the Treasurer, who will give credit for the purchases per current reimbursement rates as reflected on the monthly statements. Fuel receipts older than three (3) months will not be accepted for credit. Hangar, tie-down, jump-start, and pre-heat fees are the responsibility of the member and he or she will not be reimbursed for these fees.
2. Corporation aircraft will be landed only at FAA approved airports. "Approved" refers to those airports which appear on the current sectional charts.
3. When on the ground, Corporation aircraft must be either hangared or tied down.
4. All FAA regulations will be strictly followed on all flights. Members shall obtain weather briefings for all flights.
5. All cross-country flights shall be planned with a reserve time of (1) hour reserve of fuel.
6. When away from Manhattan, members are authorized to have any necessary repairs totaling no more than two hundred (200) dollars performed on Corporation aircraft. Repairs estimated to cost more than the aforementioned limit requires authorization from a Corporation officer.
7. If a Corporation pilot cannot return an aircraft to the home base by the time indicated by the schedule, he or she must attempt to change the schedule AND inform any member that has scheduled the aircraft of their expected time of arrival. Members are EXPECTED to wait out weather or other circumstances beyond their control or proficiency and will not incur a penalty for keeping a plane longer than scheduled.
8. On all cross-country flights, a FLIGHT PLAN MUST BE FILED WITH A FLIGHT SERVICE STATION. Failure to file subjects the member to a fine of ten (10) dollars, to be levied at the discretion of the Board of Directors.
9. On all cross-country flights, the pilot must log an average of one and one half (1.5) hours each day for Saturday and Sunday, and one (1) hour for each weekday. Days on which the aircraft is on the home field until 1500 hours local time or is returned to the home field before 10:00 hours local time will not be counted in computing this minimum. Members will be billed for this minimum time whether or not they fly it.

XV. Check-out Procedures:

1. All Members: Check-out in each make and model of aircraft is required before flying solo in that make and model of Corporation aircraft. A night proficiency check-out is required before flying solo at night in any Corporation aircraft. All check-outs must be conducted by a Corporation-approved Certified Flight Instructor (CFI) and the member's proficiencies noted on the proficiency cards (provided by the CFI). The CFI may use his or her discretion as to the extent of the requirements for each check-out, provided the minimum requirements specified in sections 2-4 below are met.
2. Cessna 172 A minimum one-hour check-out by a Corporation-approved Certified Flight

Instructor (CFI) is required to include the following:

- A. Aircraft familiarization
- B. Weight and balance (fly loaded)
- C. Local flight
  - i. Touch and go's
  - ii. Slow flight
  - iii. Stalls
  - iv. Steep turns
- D. Cross-country flight to Class B or C airspace (instructor's discretion).
  - i. ATIS
  - ii. VFR approach control
  - iii. Jet environment
  - iv. Communications
    - (1) Air
    - (2) Ground
  - v. VFR radar departure
  - vi. Touch and go's at an unfamiliar airport
  - vii. Hood work

3. Piper Arrow

- A. Prerequisite requirements – Any member that wishes to fly the club's Arrow must meet the following requirements:
  - 1. Has a Private, Commercial, or Airline Transport Pilot certificate
  - 2. Has a current and effective medical certificate
  - 3. Satisfies the FAA's flight review requirements
  - 4. Has at least 100 hours of total logged flight time
  - 5. Has at least the following logged pilot time in a Piper Arrow (any PA28R) prior to acting as pilot in command:
    - a. 10 hours if member has less than 50 hours of logged pilot (PIC) time in retractable gear aircraft; or;
    - b. 5 hours if member has 50 or more hours of logged flight time in retractable gear aircraft; or;
    - c. 1 hour if member has 500 or more hours total logged flight time and 100 or more hours in retractable gear aircraft;
  - 6. Has at least 3 hours of logged pilot (PIC) time in an Arrow (PA28R) in the preceding 180 days, or has taken and passed a currency check-out in the club's Arrow, and written approval from a club CFI in the preceding 45 days
  - 7. Pilot must have received a check-out and written approval of a club CFI in the club's Arrow as outlined in paragraph B
  - 8. A member may receive dual flight instruction in the club's Arrow from a club CFI to meet the above requirements
- B. The initial checkout is required to include the following:
  - i. Aircraft familiarization
  - ii. Weight and balance
  - iii. Local flight
    - (1) Touch and go's
    - (2) Maximum performance take-offs

- (3) Short-field landings
- (4) Slow flight
- (5) Stalls
- (6) Steep turns
- (7) Power settings
- (8) 1 hour night pattern work
- (9) A minimum total of 20 take offs and landings

iv. Cross-country flight to Class B or C airspace is required if the member has no verifiable previous experience in such an environment.

C. The board of directors may modify the prerequisite requirements in paragraph A to the extent necessary to fulfill the requirements of the club's insurance policy on a temporary basis until ratified by the membership. Any modifications to the requirements shall be posted in the appropriate section of the official K-State Flying Club website and be e-mailed to each member.

4. Annual proficiency check-out:

All Corporation members must have a proficiency check-out in the most complex Corporation plane they are qualified to fly, completed within the previous 12 months. Check-out shall be by a Corporation approved Certified Flight Instructor (CFI). Check-out shall be equivalent to the Biennial Flight Review requirements as established in Federal Aviation Regulation 61.56. Members meeting the requirements of FAR 61.56(d) by successful completion of a private, instrument or commercial check ride; or completion of any qualifying proficiency course meeting the requirements of FAR 61.56(d) are not required to complete an Annual Proficiency if they present documentation to a Club Approved CFI who will endorse the member's proficiency card.

5. Recent Flight Experience:

If there is a lapse of ninety (90) days between performing three (3) take-offs and landings in any aircraft, a check-out by a Corporation-approved Certified Flight Instructor (CFI) is required.

6. Night Currency:

Members with less than fifty (50) hours of night flying must have performed six (6) night take-offs and landings and have at least one (1) hour of night flying within the previous ninety (90) days. If there is a lapse of ninety days, a check-out by a Corporation-approved Certified Flight Instructor (CFI) is required.

XVI. Membership Ratios

When possible, Corporate membership of at least fifty (50) percent students shall be maintained by giving priority to college students.

XVII. Using a Plane Scheduled by another member

- 1. A member need wait sixty (60) minutes and attempt to contact the member who has scheduled an aircraft before said member may take the aircraft.

