

MICHIGAN *flyers*

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1 Membership & dues

1.1 New members

- 1.1.1 New members may be admitted only to the Flying, Associate, and CFI/Mechanic membership classes.
- 1.1.2 New members are considered for admission after making a signed application to the club on official forms provided for that purpose, and paying one month's dues as specified in the Schedule of Fees.
- 1.1.3 All new memberships are subject to the review and approval of the Board. In the event the Board rejects an application for membership, any unused account balance shall be refunded, less any specified processing cost, and membership incentive credits.

1.2 Change in membership status

- 1.2.1 All communications regarding membership status should be sent via email to membership@michiganflyers.org.
- 1.2.2 Members who wish to change their class of membership must submit an email request to the club. All changes of membership class are subject to review and approval of the Board.
- 1.2.3 Current members of the club may change their membership class by making a request for a change of class, subject to the review and approval of the board. A member may not request a second change of class during a period of 3 months following a change of membership class. A member may, however, request to rescind the change of class during that period, provided they remit appropriate back dues and fees. In no event will a member be refunded fees after a rescission of class change.
- 1.2.4 Members may terminate their membership in the club by notifying the club via email (section 1.2.1) and satisfying all remaining debts and obligations to the club.
- 1.2.5 Any moneys on deposit will be refunded to the member in a timely manner, following verification that all debts to the club have been satisfied, and all club property returned in good condition.

1.3 Accurate contact information

- 1.3.1 It is the responsibility of each member with flying privileges to maintain current phone number, postal address and email address in SkyManager. If the club is unable to contact a member via the information on file, the member shall be provided a grace period of 6 weeks to inform the club of the change. At the conclusion of the grace period, if the club remains unable to contact the member, that member is expelled and all moneys on deposit with the club are forfeit.
- 1.3.2 Members with flying privileges are required to make phone number and email address visible to other flying members, via members-only website.

1.4 CFI / Mechanic members

- 1.4.1 Applications for admittance to CFI/Mechanic class of membership shall be accepted upon recommendation of the Chief CFI (for CFI members) or the Director of Maintenance (for Mechanic members), upon completion of any currency or competency requirements specified by the Flight

Instruction or Maintenance Committees. The board reserves the ability to dismiss members of this class, in the same manner as Flying members.

1.5 Dues & account

- 1.5.1 Members must pay monthly dues according to the Schedule of Fees (section 10). All dues payments are due on the first day of the month.
- 1.5.2 Members must keep a non-negative account balance with the club and pay all debts in a timely fashion.
- 1.5.3 A member, who at any time is in arrears in excess of one month's dues, shall be fined an amount specified in the Schedule of Fees. Repeated offenses shall be processed in accord with Rules Enforcement. Members who keep positive account balances through block payments or other arrangements may be given no more than one week grace period before incurring the fine.
- 1.5.4 A member whose account is in arrears is not a member in good standing, and may not exercise any privileges of membership, including the use of club aircraft and participation in club events.
- 1.5.5 A member whose account is in arrears for a period of 4 months and whose account has shown no payments during that time period shall be expelled.

1.6 Participation requirements

- 1.6.1 Members of Flying class are expected to participate in at least 3 club activities per year. This includes club social, promotional, flight safety, flight operations and maintenance activities.
- 1.6.2 CFI/Mechanic members are required to participate in the regular meetings of the Flight Instruction or Maintenance Committees, and to perform regular service to the club as requested by the President, the Chief CFI, or the Director of Maintenance.

2 Airport & ground rules

2.1 General office rules

- 2.1.1 Smoking is only permitted in the designated parking area, at least 25 feet away from hangars, fuel farm and propane tanks.
- 2.1.2 Pets must be leashed and attended at all times.
- 2.1.3 Alcoholic beverages shall not be provided by the club at any club-sponsored event. Alcoholic beverages may not be stored in club facilities.
- 2.1.4 Club computers are for the purpose of instruction, flight planning and scheduling. Personal use should be brief and not interfere with club operations.
- 2.1.5 No club member shall make changes to the configuration of any club computer unless permission is obtained from the computer coordinators designated by the Board of Directors.
- 2.1.6 Keys to any club aircraft or facility may not be copied without the approval of a club officer.
- 2.1.7 No club member shall use club equipment for hire, except single introductory flights to non-members conducted by Club CFIs. No member shall lend or rent club equipment without the approval of the Board.

- 2.1.8 No member shall use the corporate name of the club for any purpose, nor speak on behalf of the club unless authorized to do so by the Board of Directors. No member shall undertake any work or action on club equipment or on behalf of the club without approval of the Board. No member shall slander or defame the club or any member of the club.
- 2.1.9 No member shall release any information about club members or the aircraft schedule to any outside person or agency without approval of the President or the Board. All inquiries by outside agencies shall be directed to the President or their designee.
- 2.1.10 No member shall interfere with the normal operations of the club or of aircraft maintenance at any time.
- 2.1.11 No member shall engage in any illegal activity while using club aircraft or facilities or while on club premises. Members shall conduct themselves at all times in an appropriate and responsible manner.
- 2.1.12 Members will be expected to control guests. Guests will be escorted by a club member whenever they are on the ramp area or in hangars.
- 2.1.13 Members will be expected to comply with airport policies regarding security and gate access.
- 2.1.14 Headsets are provided primarily for the use of student pilots and guests of flying members. Private pilot members are expected to provide their own headset for personal use. Priority should be given to students and courtesy exercised when using headsets for extended trips.

2.2 Refueling

- 2.2.1 After flight, aircraft must be refueled in accordance with the instructions in the aircraft binder. Failure to do so will result in a fine as enumerated in the Schedule of Fees.
- 2.2.2 If possible, aircraft must be grounded during all refueling operations.
- 2.2.3 Ladders should be used for all refueling operations.
- 2.2.4 The fuel nozzle must not be wedged within the wing, and must be held in a manner that no part of the hose or nozzle is resting on the aircraft. Rubber refueling mats should be used whenever possible.
- 2.2.5 Fuselage and wing strut steps should not be used by members or any other party, unless no ladder is available.
- 2.2.6 Fuel pumped from the club fuel farm should be recorded in the computer and activity log.
- 2.2.7 Fuel purchased off-site should be recorded in a separate line in the activity log, but not in the computer.
- 2.2.8 Fuel purchased off-site for most aircraft will be fully reimbursed. Exceptions to this policy may be made for certain aircraft, and will be documented on the public. In these exceptions, fuel purchased off-site will be reimbursed at the price per gallon (including tax) that the club is paying at the time of the purchase.

2.3 After-flight cleaning

- 2.3.1 The leading edges of the wings, stabilizers, struts, windshields and landing gear legs must be cleaned of bugs and dirt, at the end of each flight.

- 2.3.2 Aircraft must be cleaned, regardless of the state in which the aircraft was received. Failure to do so can result in a fine as enumerated in the Schedule of Fees.
- 2.3.3 Only those cleaning fluids and materials that are club approved will be used to clean aircraft. Approved fluids are 1) water and 2) a fluid mix of 90% water and 10% liquid Joy detergent.
- 2.3.4 Only club-supplied cloth towels are to be used to clean windshield and airframe. Use only a fresh, clean microfiber cloth to clean the windshield. Paper towels are only to be used for checking oil.
- 2.3.5 Aircraft and hangars shall be left in a neat and orderly condition. Seatbelts shall be fastened, unless the aircraft is equipped with an airbag system.

2.4 Parking / securing

- 2.4.1 The post-flight securing of an aircraft is not complete until the activity sheet has been completed, the aircraft has been checked into SkyManager, and the aircraft key has been returned to the magnet board.
- 2.4.2 Any maintenance discrepancies must be promptly reported in SkyManager. The next pilot to fly the aircraft entrusts their well-being to complete and accurate reporting. Reporting issues verbally to a mechanic or CFI is not sufficient.
- 2.4.3 Aircraft must be placed in a hangar at the home airport, or properly tied-down when away from the home airport. Pilots are responsible for any fees associated with securing an aircraft off-site.
- 2.4.4 Hangar doors must be shut unless the next member is present to accept the aircraft.
- 2.4.5 When taxiing under power to a hangar, aircraft must be stopped at a 90° angle to the hangar. Aircraft may not be turned under power so as to aim prop blast toward the hangar.
- 2.4.6 Aircraft doors shall always be closed and latched when the aircraft is parked. Windows may only be left open when the aircraft is hangared or parked at the club ramp.
- 2.4.7 Parking brakes and gust locks should be set in accordance with the specific aircraft's checklists.
- 2.4.8 When daytime temperatures are below 40°F, members shall ensure that Tanis heaters are plugged in.
- 2.4.9 If ambient temperature is below 20°F and the engine has not been preheated, members must preheat the engine before starting. If preheating with a Tanis heater, this will be at least one hour. When parked off-field, arrangements for engine preheat should be made.

2.5 Aircraft modifications / attachments

- 2.5.1 GoPros and similar equipment may not be externally attached to an aircraft, unless written permission has been received from the club President, General Manager, or a Club Mechanic. Such permission does not constitute an endorsement of its safe usage, and any damage resulting from such equipment is the sole responsibility of the pilot.
- 2.5.2 GoPros and similar equipment may only be **internally** attached with suction-type mounts, using care on soft plexiglass. Stick-on mounts are not permitted.

3 Flight scheduling

3.1 Cross-country flights

- 3.1.1 Reservations involving use of an aircraft for greater than 5 hours are considered a cross-country reservation. Cross-country reservations may be scheduled via the SkyManager web site.
- 3.1.2 Cross-country reservations must be approved by the designated Cross Country Manager. Flights should be submitted via SkyManager, with all pertinent fields.
- 3.1.3 No single reservation may be scheduled for more than 10 days, or for more than 1 weekend.
- 3.1.4 Aircraft designated by the board as training aircraft may have additional restrictions on cross-country use.

3.2 Reservations

- 3.2.1 No reservation may be made earlier than the seventh day prior to the reservation time, with the exception of cross-country flights, a flight with an FAA examiner, club events (such as open houses) or introductory flight lessons.
- 3.2.2 Introductory flights must follow the same scheduling rules as standard reservations. I.e. they must be scheduled within the next 7 days. The only exception is that they may be scheduled more than 7 days in advance for weekday flights occurring between 9a-5p.
- 3.2.3 No cross-country reservation may be made earlier than 9 months prior to the planned departure date.
- 3.2.4 Except as noted in 3.2.5, no changes shall be made to a reservation without the permission of the member (and instructor, if dual), except as directed by the board because of aircraft maintenance, or as required to accommodate a check ride with an FAA examiner. In these cases, the member whose reservation has been changed shall be notified as soon as practical.
- 3.2.5 For the purposes of instruction or student solo flights, primary training aircraft are to be considered interchangeable. A club CFI, club officer, or their designee may move a student member to another aircraft of the same model that is available in the same time slot.
- 3.2.6 A member shall cancel a reservation as soon as possible after determining the reservation will not be used, even if the cancellation is due to poor weather.
- 3.2.7 A member who is more than 15 minutes late for their reservation forfeits their scheduled right to the aircraft.
- 3.2.8 Members may not abuse the scheduling system by reserving aircraft without flying so as to keep an aircraft available at their convenience.
- 3.2.9 Members must check out the aircraft from SkyManager prior to flight. Critical airworthiness items may be present in the squawk list.
- 3.2.10 Members must promptly check in aircraft to SkyManager after flight. Any observed discrepancies must be recorded in detail as a squawk.

3.3 Aircraft return & repairs

- 3.3.1 If an aircraft cannot be returned as scheduled, the club President or General Manager shall be notified as soon as practical. The pilot shall make all reasonable attempts to get back, but shall not attempt any flight exceeding the pilot's competence or in violation of operating rules. The club member shall obey all instructions from the President or the President's agent, which may include surrendering the aircraft to another member.
- 3.3.2 In case of delays, pilots shall also make all reasonable efforts to contact any members who have a reservation in the delayed aircraft.
- 3.3.3 If for any reason the member is unable to return the aircraft to the home airport, the member shall be liable for all costs associated with returning that aircraft to the home airport.
- 3.3.4 If a club Aircraft becomes disabled away from the home airport, the member shall immediately notify the club office. Unless given permission by the Director of Maintenance or the President, members shall have no power or authorization to incur any costs or authorize any repairs on behalf of the club or the aircraft owner in excess of \$300. If the director of maintenance, president, or designee cannot be reached, small repairs—such as tire replacement—may be made in order to return the aircraft to the home airport.

4 Proficiency & currency

4.1 Initial checkout

- 4.1.1 Each member must have a checkout by a club CFI in every make and model of aircraft the member will fly. The member must demonstrate competence in the following areas: stalls, slow flight, steep turns, emergency procedures, take-offs and landings, crosswind landings, aircraft systems, weight & balance, aircraft performance, and other airwork at the discretion of the instructor. Member performance must meet the requirements of the FAA Practical Test Standards for Private Pilots.
- 4.1.2 Each member must complete an aircraft checkout form provided by the club for each make and model of aircraft the member will fly. That form must be entered with instructor approval in the member's file.

4.2 Annual proficiency check

- 4.2.1 Each flying member is required to complete an annual proficiency check with a club CFI in the most complex club aircraft the member wishes to fly. Record of this check is to be made in the member's logbook and in the member's file.

4.3 Instrument proficiency

- 4.3.1 To exercise instrument privileges, Instrument-rated pilots must complete a proficiency check ride with the Chief CFI or their designee every six months. This check ride will consist of at least 1 precision approach, 2 non-precision approaches and 1 holding pattern, plus other maneuvers at the discretion of the instructor. A record of this proficiency shall be maintained in the member's file.

4.4 CFI/Mechanic proficiency

- 4.4.1 Each CFI member is required to participate in ongoing training and proficiency testing at the discretion of the Chief CFI. This shall include but is not limited to an annual proficiency and standardization procedure conducted by the Chief CFI or their designee. The Chief CFI may order remediation or suspend the instructing privileges of any CFI member for failure to maintain proficiency or for other deficiencies in competence or instruction.
- 4.4.2 Each club Mechanic is required to participate in ongoing training and proficiency testing at the discretion of the Director of Maintenance or President. The Director of Maintenance may order remediation or suspend the work privileges of any club Mechanic for failure to maintain proficiency or for other deficiencies.

4.5 Currency

- 4.5.1 No member shall act as pilot in command of a club aircraft unless the member has made 9 takeoffs and landings and flown 3 hours as pilot-in-command in the previous 90 days in a club aircraft, or is checked out or supervised by a club CFI in the previous 90 days.
- 4.5.2 Club currency requirements may be overridden by a Club CFI, if the CFI deems appropriate and safe.

4.6 Night currency

- 4.6.1 No member may undertake a flight between sunset and sunrise unless the member has been checked out for night flight by a club CFI in the preceding year.
- 4.6.2 Initial night checkout shall include night cross-country flight, with at least 5 landings at remote airport(s), plus other airwork at the discretion of the club CFI. Requirements for renewal of night currency during a check out may be set by the Flight Instruction Committee.

5 Flight operations

5.1 Regulations

- 5.1.1 No person except an authorized operator shall be permitted to operate club aircraft.
- 5.1.2 An authorized operator is a member of the club with a class of membership that permits use of club aircraft, who meets all federal and club regulations as a pilot, including certificate, medical, and currency requirements, who has a non-negative account balance with the club, and whose flying privileges have not been suspended or revoked. Persons whose flying privileges are restricted in any way by the club or by the FAA are authorized operators only when flying within the limits of the applicable restrictions.
- 5.1.3 All operations of club aircraft shall be in compliance with current Federal Aviation Regulations, and all applicable federal, state, local, and foreign law.

5.2 Ground & preflight

- 5.2.1 No one shall be allowed to enter or exit an aircraft while the engine is running.

- 5.2.2 Aircraft shall not be started by hand propping.
- 5.2.3 Prior to each flight, a preflight inspection as described in the POH shall be performed.
- 5.2.4 Sufficient fuel shall be carried for all flights, including at least one hour of reserve.
- 5.2.5 Oil quantity must be checked and filled in accordance with the POH and club checklists.
- 5.2.6 Jump starts require the assistance or supervision of a club Mechanic, club CFI, or club officer.
- 5.2.7 Aircraft shall not be turned or maneuvered by pressing down on the tail or empennage. Use a towbar or rudder controls.

5.3 Operating limits

- 5.3.1 Aircraft may not be flown outside the manufacturer's limitations as specified in the POH or in violation of insurance policy restrictions (see section 9).
- 5.3.2 At no time is an aircraft engine to be shut off in flight, except in an emergency.
- 5.3.3 No flights over water outside gliding distance from land may be undertaken in a single-engine aircraft.
- 5.3.4 Only pilots who have instrument currency according to the club Operating Rules may operate an aircraft in VFR-on-top conditions.

5.4 Weather

- 5.4.1 No flights into known icing conditions, thunderstorms, or other serious weather hazards shall be attempted.
- 5.4.2 No special VFR takeoffs are permitted except for traffic pattern work at the home airport with the approval of a club CFI.
- 5.4.3 No flight shall be made unless the weather conditions, in the judgment of the pilot, are such that the flight poses no risk given the pilot's ability and recent experience with such conditions and with the aircraft.
- 5.4.4 No flight shall be made unless weather conditions along the route are forecast to remain at or above the following minimums:

		Visibility	Ceiling
Solo student pilot, day	Airport traffic pattern	5 SM	1,500 ft
	Local flights	6 SM	2,000 ft
	Cross-country	6+ SM	3,000 ft
Solo student pilot, night	<i>All flights prohibited</i>		
VFR day	Airport traffic pattern	3 SM	VFR mins
	Local flights	5 SM	1,500 ft
	Cross-country	6 SM	2,500 ft
VFR night	Airport traffic pattern	5 SM	1,500 ft
	Local flights	6 SM	3,000 ft

	Cross-country	6+ SM	3,000 ft
IFR operations	Departure If precision approach available within 20NM	1 SM	400 ft
	Departure If no precision approach within 20NM	1 SM	600 ft
	Destination 1hr before & after forecast arrival w/ precision approach	1 SM	400 ft
	Destination 1hr before & after forecast arrival w/ non-precision approach	1 SM	600 ft
	Destination No approach available	VFR mins	VFR mins

5.5 Cold weather

- 5.5.1 Members should carry appropriate cold weather gear on board the aircraft.
- 5.5.2 Observe oil pre-heater rules as described in Section 2.4
- 5.5.3 To protect aircraft and to ensure individual safety, no operations shall be dispatched below 0°F / -18°C. This is to be measured at the nearest AWOS/ASOS. This may be overridden by a Club CFI.

5.6 Wind limits

- 5.6.1 Unless otherwise authorized by a club CFI, no member may operate an aircraft when the wind, gusts, or crosswind component exceeds the values specified by the club for the type of aircraft flown. These values are maximums. Club CFIs may assess individual student limits. Flight in excess of these limits for all pilots must be with the explicit approval of a club CFI. Aircraft not specified here will have wind limits posted in their individual aircraft checkout documents.

Solo student pilot	Max wind or gust	Crosswind component
C-152	15 kts	7 kts
C-172	15 kts	7 kts
C-182	<i>Student flight not permitted</i>	
 Private pilot		
C-152	25 kts	10 kts
C-172	30 kts	15 kts
C-182	30 kts	15 kts

5.7 Lights

- 5.7.1 Strobe lights shall be used in all flight conditions, unless the backscatter produces a disorienting effect (e.g. during IMC).

- 5.7.2 Strobe lights shall be turned on just prior to takeoff, and turned off after exiting the runway. Care should be taken to ensure strobe lights are turned off during night taxi operations. This rule may be exempted from certain aircraft in club checklists.
- 5.7.3 Landing lights shall be used when in-flight visibility is 4 miles or less, during maneuvering, while in the traffic pattern, and when arriving or departing a terminal area.

5.8 Rejected landing / go-arounds

- 5.8.1 A go-around shall be accomplished whenever:
- Abnormal maneuvers or abnormal power applications are required during approach to a landing at or below 500' AGL.
 - If the aircraft has not touched down in the first 1/3 of the useable runway length.
 - If the aircraft cannot be landed with the center line inside the main landing gear.
 - Any time the continued safety of the approach and landing is in doubt, as determined by the pilot in command.

5.9 Stop-and-go operations

- 5.9.1 Stop-and-go operations are permitted when the aircraft touches down within the first 1/3 of the usable runway length, and the aircraft must have 150% of the distance required to takeoff and clear a 50' obstacle, as determined by the POH for current conditions.

6 Instruction

- 6.1.1 All flight instruction in club aircraft shall be performed by a club CFI in conformance with flight instruction syllabi approved by the Flight Instruction Committee. This expressly prohibits instruction from CFI-rated pilots who have not been approved by the Chief CFI.

6.2 CFI assignment

- 6.2.1 Once a club CFI has accepted a student for the purposes of training, the CFI then accepts all responsibility for that student in regards to their training and is designated as their Supervising CFI.
- 6.2.2 CFIs will maintain an accurate list of all students under their supervision for training and their training status.
- 6.2.3 No other club CFI may fly with a student pilot without prior permission by the student's Supervising CFI or the Chief CFI.
- 6.2.4 When there is to be a permanent change of a student's Supervising CFI, the Supervising CFI will contact the Chief CFI who will approve or disapprove the request.
- 6.2.5 Students should not go directly to another CFI and make an assignment change request — changes should go through the Supervising CFI or directly to the Chief CFI.

6.3 Initial supervised solos

- 6.3.1 An initial solo is defined as the first solo flight, or the first solo flight where the student has not flown (dual or solo) in the last 6 months.

- 6.3.2 Subsequent to the initial solo flight, the Supervising CFI will fly no fewer than 3 takeoff and landings for each of the next 2 flights that the student is to fly solo.
- 6.3.3 Unless the Supervising CFI deems otherwise, any solo flights after these initial 3 flights can be dispatched by the supervising CFI without dual flight prior to the solo flight.

6.4 All supervised solos

- 6.4.1 Prior to every student solo flight, the student must have secured specific approval for the flight from their instructor or from another designated club instructor.
- 6.4.2 At the completion of the flight the student will inform their Supervising CFI (or their designee) that they are on the ground.
- 6.4.3 Prior to departure for a solo cross-country flight, a student will have their Supervising CFI (or their designee) review all preflight planning and weather analysis. Only after all preparations have been reviewed will the student receive an endorsement and be dispatched to fly.
- 6.4.4 The exception to 6.4.3 is that the Supervising CFI may appoint another club CFI as a substitute to review preflight preparations. This Substitute CFI, once satisfied with all preflight preparations, may then date the endorsement of the Supervising CFI.
- 6.4.5 Solo cross-country flights involving overnight stops by student pilots shall not be permitted.

6.5 Ground instruction

- 6.5.1 Ground instruction, including pre/post-flight briefings, shall be conducted in study rooms, not the general office area, unless a study room is not available or the main office is not in use. The office shall be reserved for social and administrative purposes.

7 Accident procedures

- 7.1.1 The pilot in command is required to report any accident or incident to the President by the most expedient means, and to follow the procedures established by the club and provided in each aircraft and at the club office.
- 7.1.2 Any member who is requested to submit a report of an accident or incident shall do so within 48 hours.
- 7.1.3 Following an accident or incident, the President or their designee will conduct an investigation of the circumstances and decisions leading to the accident or incident, and will present a written report to the Board.
- 7.1.4 The Board is empowered to charge an amount no greater than the applicable insurance deductible, if the accident occurred as a result of pilot error, poor judgment, or violation of club operating rules.
- 7.1.5 If the club's insurance carrier refuses to cover the accident or incident because of the pilot's actions, then the pilot in command may be held liable for the full damages to the club.
- 7.1.6 The Board may take any action it deems appropriate with regard to members involved in an accident or incident, including but not limited to ordering recurrent training, suspension or revocation of flying privileges, change of membership class, or expulsion.

8 Rules enforcement

- 8.1.1 It is the responsibility of each member to assist with the enforcement of the Operating Rules. Any violation of the operating rules shall be brought to the attention of a club officer, the Chief CFI, the Director of Maintenance, the Operations Manager or other person designated by the Board.
- 8.1.2 Simple violations of procedure may be dealt with directly by verbal warning, written warning, or issuing of a fine specified in the Schedule of Fees. Record of any fine and a copy of any written warning shall be placed in the member's file. A member may appeal any fine or written warning to the Board of Directors.
- 8.1.3 Repeated violations of procedure or violations of a more serious nature will be referred to the Board of Directors for appropriate action.
- 8.1.4 In hearing an appeal or deciding on a violation of a more serious or repeated nature, the Board will hear the arguments and evidence in executive session. The member in question will be notified in writing of any action taken, with copies of the notification filed in the member's file.
- 8.1.5 The club shall attempt to notify the member in question in advance of any Board meeting where extended suspension of privileges, or forced change of membership class are likely to be considered. The member shall have the opportunity to appear in person before the Board at the meeting. In the event that notice was not given, the Board shall, at the request of the member in question, schedule a second meeting to hear the statement of the member and to reconsider the action taken. In the interim, the action of the Board shall stand.

9 Insurance

9.1 Liability limits & deductibles

- 9.1.1 Hull insurance limit: listed value of the aircraft
- 9.1.2 Property damage: \$2,000,000
- 9.1.3 Personal injury: \$2,000,000 per occurrence, \$250,000 per passenger
- 9.1.4 Deductible: \$1,000 moving, \$500 non-moving

9.2 Restrictions

- 9.2.1 Flights to a foreign country (except Canada) are not covered and therefore not permitted.
- 9.2.2 An extra rider must be obtained by members wishing to fly in the Caribbean and to Alaska.

9.3 Covered pilots

- 9.3.1 Only pilots holding valid and effective pilot and medical certificates with ratings as required by the FAA for the flight involved will operate the aircraft in flight, provided that they are a bona fide member with flying privileges of the University of Michigan Flyers, Incorporated.
- 9.3.2 **In single-engine fixed gear 2 & 4-place aircraft with 210 HP or less:** Any student or private pilot properly certificated by the FAA and, while a student, operates the aircraft under the direct

supervision of a flight instructor properly certificated by the FAA who shall have specifically approved each flight by the student prior to take-off.

9.3.3 **In single-engine fixed gear 2 & 4-place aircraft with 210 HP or greater:** Any private pilot properly certificated by the FAA, having a minimum of 75 total logged flying hours, 2 hours of which have been in the make and model aircraft.

9.3.4 The club may enact additional currency and proficiency requirements on individual aircraft, particularly complex planes. These requirements are specified in individual aircraft checkout documents. These requirements are binding as an extension of these Operating Rules.

9.4 Insurance information

Carrier: Old Republic Aerospace, Inc.
1990 Vaughn Road, Suite 350, Kennesaw, GA, 30144

Agent: Tri-state Airway Agency
4320 S. State St., Ann Arbor, MI 48104

10 Schedule of Fees

10.1 Monthly dues

Flying	\$55	/ month
Family	\$15	/ month
Associate	\$2	/ month
CFI / mechanic	\$3	/ month
Honorary	No dues	

10.2 Initiation fees

10.2.1 There are no initiation fees or security deposits required to join the club.

10.3 Fines

Account in arrears	\$15
Rules infraction	\$15

10.4 Aircraft rates

10.4.1 Aircraft rates are determined by the board based on operating costs and are published for the membership via the public website.

10.4.2 Aircraft rates are “wet rates” and include fuel and oil. Most rates are per Hobbs meter hour. In the event of Hobbs meter failure, the tachometer total plus 20% will be used to calculate flight time. See section 2.2 for additional policies on off-site refueling reimbursement.

10.4.3 Some leaseback arrangements may require an aircraft to be billed by the tach hour. These aircraft will be indicated on the public website.

11 Club finances

11.1 Employees

- 11.1.1 No person or officer of the Club may offer employment to an individual at Club expense without action of the Board of Directors or the General Manager/Treasurer.
- 11.1.2 At the time of offering employment, the Board shall have on file a signed job application, and shall provide a job description for the position, rate of compensation, and the person or position who shall act as supervisor for the duration of employment.
- 11.1.3 All employment by the Club is at the will and discretion of the Board, and all employees shall sign a statement acknowledging at-will employment.
- 11.1.4 The supervisor designated above shall give instruction, evaluate performance, and undertake any appropriate disciplinary action up to and including discharge.
- 11.1.5 An employee who has been wronged by their supervisor or by any member of the Club may bring their grievance to the General Manager/Treasurer unless the grievance is between the employee and General Manger/Treasurer, in which case the grievance shall be remanded to the Board.
- 11.1.6 Employees at all times are to act in an appropriate and professional manner, with courtesy toward members and guests.

11.2 Expenditures

- 11.2.1 The Director of Maintenance or their designee may make expenditures up to a maximum of \$1,000, or up to a maximum of \$8,000 with the approval of the President or the Treasurer, subject to the total expenditure for maintenance budgeted by the Board.
- 11.2.2 The General Manager/Treasurer or their designee may make expenditures subject to the total expenditure for operations budgeted by the Board, but may exceed budgets as necessary to prevent interruption of normal business operations, to protect capital assets or capitalize on business opportunities essential to organizational needs or goals.
- 11.2.3 No other expenditures may be made without approval of the Board.
- 11.2.4 The President, General Manager/Treasurer or their designee are empowered to act as signatories on all Club checks and instruments. This authority may be suspended at any time by the General Manager/Treasurer with the exception of the President. The president's signatory authority may be suspended by a majority vote of the Board of Directors present at the next meeting of the Board of Directors.

12 Definitions

- 12.1.1 All terms and usages in these rules conform to the definitions contained in the Federal Aviation Regulations of the United States, or in the corporate bylaws of the University of Michigan Flyers, Inc., with the following additions and modifications.

- 12.1.2 **Block Payment:** Payment of account in advance by placing a large payment specified in the Schedule of Fees on deposit with the club, for the purpose of securing a discount.
- 12.1.3 **Board:** The Board of Directors of the University of Michigan Flyers, Inc.
- 12.1.4 **Chief CFI:** A club CFI appointed by the Board to chair the Flight Instruction Committee and generally to oversee and maintain flight instruction and flight safety and proficiency at the club.
- 12.1.5 **Club:** The University of Michigan Flyers, Inc., also doing business as Michigan Flyers, Inc.
- 12.1.6 **Club Aircraft:** An airplane owned, leased, rented, or otherwise furnished by the club for use by club members.
- 12.1.7 **Club CFI:** A club member of the CFI/Mechanic class of membership, who was specifically approved by the Board for that membership category to serve as a flight instructor. Members who hold a CFI rating from the FAA are not automatically club CFIs
- 12.1.8 **Club Mechanic:** A club member of the CFI/Mechanic class of membership who was specifically approved by the Board for that membership category to serve as an aircraft mechanic, or a non-member hired by the Board to serve as an aircraft mechanic. Members who hold an airframe or powerplant mechanic rating from the FAA are not automatically club Mechanics.
- 12.1.9 **Cross Country Manager(s):** The person(s) designated by the president to schedule flight requests by members desiring to keep an aircraft away from the home airport for more than 5 hours or to fly to a foreign country.
- 12.1.10 **Director of Maintenance:** club member of Mechanic Class or other person appointed by the Board to chair the Maintenance Committee and generally to coordinate aircraft repair and maintenance at the club. club Mechanics retain technical responsibility for maintenance.
- 12.1.11 **Home Airport:** The airport at which club aircraft are based.
- 12.1.12 **Local Flight:** A flight remaining within 50 nautical miles of the home airport.
- 12.1.13 **Member file:** The paper file secured in the club offices, or the electronic record secured in SkyManager.
- 12.1.14 **Operations Manager:** The person designated by the Board or hired by the club to oversee and manage the daily operations of the club. In the absence of such a person, the President shall serve as Operations Manager.
- 12.1.15 **Pilot's Operating Handbook (POH):** The combination of manuals, documents, placards, and instrument markings provided by the aircraft manufacturer, which specify aircraft performance & limitations.
- 12.1.16 **Pilot:** For these rules, a pilot possessing a current FAA Light Sport Certificate or Private Pilot Certificate or higher.

13 Change history

- 2013-11-03 Initial publication
- 2017-11-07 Restricted ground handling via empennage. Updated headset policy to be open to guests. Updated wind, fuel reimbursement and currency wording to accommodate exceptions in future aircraft. For example, we may offer a leaseback aircraft with unique fuel or currency

requirements, not in these rules. Clarified that CFIs may be added without explicit board approval. Increased expenditure limits for director of maintenance. See sections 1.4.1, 2.1.14, 2.2.8, 5.2.7, 9.3.4, 10.4.3, 11.2.1.

2018-03-03 Added cold-weather limitations as section 5.5 (as previously documented in SkyManager)

2022-03-14 Changed cold-weather limitations to a simple < 0°F prohibition in 5.5.3. Added preheat requirements to 2.4.9. Added GoPro restrictions in 2.5. Clarified multi-weekend limitation is per reservation, not per aircraft in 3.2.1. Added limitation to disco flight scheduling in 3.2.2, and limited reservations to no more than 9 months in advance in 3.2.3. Added 3.2.9 and 3.2.10 to clarify timely checkout/checkin requirements. Clarified that currency overrides from a CFI must be recorded in SkyManager in 4.5.2.