

CAMBRIDGE VALLEY FLYING CLUB, INC.

BY-LAWS

As Revised May 10, 2007

OFFICERS

1. The executive office of the Club shall have a President, Vice-President, Secretary, Treasurer and Operations Officer. The elected officers of the Club shall serve as the Board of Directors and Executive Board.
2. The President, Vice-President, Secretary, Treasurer and Operations Officer shall be elected by the members of the Club at a regular meeting and shall serve until their successors are elected and qualified. An annual election shall be held at the regular meeting held in August of each year.
3. Except as otherwise provided herein, all officers shall serve without compensation.

DUTIES OF THE OFFICERS

PRESIDENT

1. The President shall be chief executive officer of the Club. He shall preside at all meetings of the Club. He may call a special meeting at any time for good cause and shall have general charge of the business of the Club. He shall execute with the Secretary, in the name of the Club, all certificates of membership, contracts and other instruments, except checks.
2. The President shall be responsible to the members of the Club for the operations of the Club.

VICE-PRESIDENT

1. The Vice-President shall be vested with all the power and shall perform the duties of the President in the absence or the disability of the President.
2. The Vice-President shall also perform other such duties at the suggestion of the President.

SECRETARY

1. The Secretary shall keep the minutes of all proceedings of the Club meetings, both regular and special. He shall attend to the giving and the answering of all Club correspondence and serving of notices to all members. He shall keep a membership book showing names and addresses of each member. He shall be responsible for the Charter, By-Laws and other important papers of the Club.
2. The Secretary shall perform all other duties incident to his office.

TREASURER

1. The Treasurer shall execute, in the name of the Club, all checks for the expenditures authorized by the Club. He shall receive and deposit all funds of the Club in the bank selected by the members. Funds shall be paid out only by check. He shall fully account for all receipts, disbursements and balance on hand.
2. The Treasurer shall be responsible for the prompt billing of all flying time, dues, assessments, and other charges. Billing will be done at the end of each month. Monthly statements will be sent to each member by the Treasurer.
3. The Treasurer shall be responsible for prompt notification of unpaid dues and charges. He shall notify each delinquent member of his delinquent status and post in the operations building a list of delinquent members with current amounts due.
4. The Treasurer shall perform all other such duties incident to the office of Treasurer.
5. The Treasurer shall be entitled to two (2) hours flight time monthly in appreciation of his efforts on behalf of the Club. No more than twelve (12) hours flight time can be accumulated.

OPERATIONS OFFICER

1. The Operations Officer shall maintain aircraft logs, be responsible for routine, allowable maintenance, repairs and minor inspection, be notified of any conditions of the aircraft that may require attention, see that fuel, oil and other maintenance supplies are adequate at all times. The Operations Officer must approve all purchases of minor parts, equipment and service for Club aircraft. (Fuel being the only exception). The Operations Officer may and shall ground aircraft when he deems it necessary.
2. The Operations Officer shall make a monthly report to the members.
3. The Operations Officer shall be entitled to two (2) hours flying time per month in appreciation of his efforts on behalf of the Club. No more than twelve (12) hours flight time can be accumulated.

MEMBERSHIP**ELIGIBILITY AND INSTALLMENT**

1. Any person, 16 years or older, that can meet current FAA requirements and meet his financial responsibilities may be proposed for membership. Members younger than 21 years old must show proof that financial obligations will be guaranteed.
2. A membership investigating committee, comprised of or appointed by the Executive Board, must report favorably before the Club votes on application.
3. Initiation fee is payable before Club vote.
4. A two-thirds vote of the members present at a regular meeting may install a new member.

ACTIVE MEMBER

1. An active member is defined as a member who has kept all financial obligations current and up to date and who is in full compliance with all other provisions of the Club By-Laws and rules.
2. An active member who has his pilot certificate suspended for any reason is required to pay all dues and required flying time, but is ineligible to solo or act as pilot in command of Club aircraft.
3. An active member is entitled to all rights and privileges of this Club including the use of those Club aircraft in which he is qualified and certificated upon paying the current hourly rate.
4. Only an active member may use Club aircraft.

INACTIVE MEMBER

1. A member may request that he be placed on inactive status for reasons of illness, providing his financial obligations are current and up-to-date.
2. A member may be placed on inactive status, upon request, if he enters the military, providing his financial obligations are current and up-to-date.
3. An inactive member is required to pay monthly dues only.
4. All requests for inactive status have to be reviewed and approved by the Executive Board and the membership. Requests will be voted upon only at a regular meeting of the Club.

CERTIFIED FLIGHT INSTRUCTOR MEMBER

1. C.F.I. member shall be an active member of the Club approved by the Board of Directors to function as a certified flight instructor in the Club aircraft.
2. A C.F.I. member shall be subject to no minimum monthly flying time and shall be required to pay monthly dues only.

HONORARY MEMBER

1. A person who in the opinion of the Club has done some outstanding service, work or deed, or otherwise improved the Club for no personal gain or reward may be installed as an honorary member. A two-thirds vote of the membership is required to install an honorary member.
2. Upon installment of an honorary member, a letter so stating shall be sent to the person.
3. An honorary member may not use or fly Club aircraft, but shall enjoy all of the other privileges of Club member including attending and participating at meetings and social events.
4. An honorary member does not have voting power.
5. An honorary member is not responsible for any Club liability.

FAMILY MEMBER

1. A family member shall be defined as the immediate member of the family of a full regular active member.
2. Family members will be limited to one per active Club member.
3. Family member shall not have voting power, shall not be required to pay dues, and shall not have priority to the use of Club aircraft.
4. The family member shall be listed as a approved pilot on Club insurance roster.
5. The active member is responsible for all flying time and other charges incurred by his family member.

SUPPORTING MEMBER

1. A supporting member is one who was previously an active member in good standing who will leave on deposit the refundable portion of the initiation fee.
2. A supporting member may participate in all social activities and have access to the operations building.
3. A supporting member shall have no voting power.
4. A supporting member shall have no right to use and shall not use or fly Club aircraft.

ASSOCIATE MEMBER

1. An associate member is one who owns a non-club aircraft or hangar based at Chapin Field.
2. An associate member may participate in social activities and have access to the operations building.
3. An associate member's voting power is limited solely to general field projects.
4. An associate member shall have no right to use and shall not use or fly Club aircraft.
5. Associate members shall be equally responsible for field maintenance, taxes and land use fees.

FINANCIAL OBLIGATIONS AND DELINQUENT MEMBERS

1. All monthly statements shall be paid in full to the Treasurer by the 20th day of each month.
2. A 2% per month interest penalty will be assessed on any unpaid balance 30 days past the date of billing.
3. A delinquent member shall be defined as a member who has not kept all financial obligations up to date.
4. A list of delinquent members with amount due shall be posted in the Chapin Field operations building.
5. A delinquent member is not allowed to fly Club aircraft, schedule aircraft, use Club fuel or oil, or any Club facilities.
6. A delinquent member of three months shall be taken from the Club rolls and shall lose his membership including his initiation fee in full.
7. A delinquent member shall be notified by Certified Mail thirty (30) days prior to losing his membership in the Club.
8. Should an individual's membership be terminated as above described, the Club shall have the right to take whatever legal action necessary to collect the balance due plus accrued interest and reasonable attorney's fees.

MEETINGS

1. Regular meetings will be held on the second Thursday of each month.
2. Special meetings may be called by the Club at any time by order of the President. The Secretary will notify all members of any special meeting stating the purpose of such meeting.
3. A quorum consisting of 7 current members, including at least 2 duly elected officers of the Club, shall be required for the transaction of business at any meeting.

FLIGHT RULES

- 1.** Members of the Club shall observe all existing civil air regulations, state, local airport, and Club rules when flying Club aircraft.
- 2.** Check lists must be used in all preflight inspections.
- 3.** Use of Club aircraft for commercial purposes is prohibited.
- 4.** Club aircraft may not be loaned or rented to non-members.
- 5.** Club member found in violation any FAA, State, and/or Federal law, rule or regulation, or any of the Club rules and By-Laws, in connection with the use of Club aircraft, shall be grounded for a period of time to be decided upon by the Executive Board. Dues and fees will be assessed during any period of time that a member is grounded.
- 6.** In the event of multiple or a serious violation, a member may be expelled from membership at the recommendation of the Executive Board, after investigation, and upon approval of the membership present at a regular meeting.
- 7.** No Club member may solo a Club plane until he has had a check ride with and has been approved for solo by a FAA Certified Flight Instructor.
- 8.** Club members will be responsible for aircraft damage resulting from negligence, unauthorized flying and carelessness.
- 9.** Cross country flights over 48 hours must be pre-approved by the Club officers. A minimum of two hours flying time per day will be charged for flights over 48 hours.
- 10.** Members assume all storage and tie down charges on cross country flights.
- 11.** When weather conditions prevent return of the aircraft as scheduled on extended cross country flights, the member will not be charged the daily minimum, providing he shows proof of such weather conditions.
- 12.** All aircraft will be hangared after each flight unless another member is waiting to fly.
- 13.** Each member is expected to properly fuel the aircraft after each flight and add engine oil as needed.
- 14.** Members will aid in keeping the aircraft and operations building clean. They will be expected to help in the washing and waxing, etc. of the Club aircraft.
- 15.** Any member may ground any of the Club aircraft for reasons of safety by posting notice inside the operations building and giving notice thereof to the operations officer.
- 16.** No Club member may solo a Club aircraft that is fitted with skis until they have completed a satisfactory check ride with a Club approved CFI in the ski equipped aircraft.
- 17.** Members must have logged a minimum of 10 hours tail wheel experience, meet any and all insurance company requirements and, if not exempt pursuant to FARs by reason of prior experience, shall have a tail wheel endorsement before they may act as pilot in command SOLO of any tail wheel Club aircraft.

FLIGHT INSTRUCTION

1. Flight instruction in Club aircraft may be given only to an active member.
2. An FAA certified flight instructor, who is not a CFI Member, may give dual instruction to an active Club member in Club aircraft provided, however, that the flight instructor shall have been interviewed and approved by the Executive Board to act as a CFI in the Club aircraft.
3. A Club approved CFI, who is not a CFI Member, may utilize the Club aircraft solely for the purpose of rendering dual flight instruction to an active Club member and for no other or different purpose whatsoever.
4. A Club approved CFI, who is not a CFI Member, shall have no solo use of any Club aircraft at any time for any purpose whatsoever.

DUES AND FEES

1. All members will pay the initial fee of \$750.00, \$100.00 of which is a security deposit refundable upon resignation from the Club providing all fees and charges are current and up to date.
2. A monthly minimum will be charged for flying time. Flying time may not be accrued. The only exception on the minimum charge is for bad weather during December through March, which would require Club action.
3. Dues and flying time charges are due and payable in full to the treasurer on or before the 20th of each month, or the delinquent member will be grounded.
4. Hourly charges are subjected to revision at any time.
5. Field dues, calculated on a monthly basis, are due in advance in two equal half yearly installments of six times the monthly rate. These are to be paid on January 15 and July 15 of each year. Club members joining during the year will immediately pay dues equal to the number of months left before the next half yearly payment is due, including the month of joining, times the monthly rate. Club members resigning or leaving for unavoidable reasons during the year may make request for refund of any dues paid in advance for the months following the month that they leave and such request shall not be unreasonably denied.

EXECUTIVE BOARD

1. The Executive Board will decide on matters of policy and may authorize expenditures of the Club funds not to exceed \$200.00.
2. It shall be the duty of the Executive Board to run the Club in a manner satisfactory to its members.
3. The By-Laws are to be reviewed every two (2) years by the Executive Board.

AMENDMENTS TO BY-LAWS

1. A proposed amendment to the By-Laws shall be submitted in writing to the Secretary and read to the members present under new business at any regular business meeting. After discussion, the proposal shall be tabled until the next regular business meeting at which time it shall again be read, now under the heading of old business, and after discussion, again tabled until the next regular business meeting. At the third meeting, after reading and discussion and upon motion duly made and seconded, a vote shall be had and the proposal enacted if carried by a majority of those present.
2. The sponsor of any proposed amendment to the By-Laws may at any time prior to vote thereon withdraw, or modify the proposal.

CAMBRIDGE VALLEY FLYING CLUB GENERAL DATA

Organized: April 1963

Purposes:

- a. To promote interest in general aviation.
- b. To give instruction in flying and maintenance of aircraft.
- c. To purchase necessary equipment for the use of the membership.
- d. To upgrade present rating.

Current Costs (May be revised at any time): As of August, 2008

Initiation Fee \$750.00, \$100.00 refundable upon termination of membership

Club Dues: \$60 per month – To cover fixed operating costs.

Aircraft Use Charge As of August, 2008

Cessna 172 (N61778 & N5551R) - \$60/hr. (hobbs) wet

Aeronca Champ - \$45/hr. (tach) wet

Minimum Flight Time not currently charged.

Procedure to join the Cambridge Valley Flying Club

Present application form and initiation fee of \$750.00 to one of the Club officers. Your application will then be acted upon at a regular meeting after a review by an investigating committee. Regular meetings are held on the second Thursday of each month at 7 pm at the Chapin Field operations building or such other place as specified.