

**ORLANDO AERO
CLUB, INC.**

**P.O. BOX 149306
ORLANDO, FL 32814-9306**

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ORLANDO AERO CLUB, INC.

Welcome to the Orlando Aero Club! The purpose of this package is to familiarize new members with the Club, its aircraft, and membership procedures. Included are a copy of our governing by-laws, rules of operation and a list of Club Officers, Directors, and Instructors whom you may contact for further information. New members are encouraged to keep this package as a convenient reference.

The Orlando Aero Club (OAC), established in 1967 by a construction company and incorporated in 1971, is one of Florida's largest member-owned flying clubs. We are based at the Showalter Flying Service FBO at the Orlando Executive Airport. The Club presently operates four aircraft with an allowable membership of twenty (20) pilots per aircraft. All aircraft are professionally maintained and serviced by Orlando Aircraft Services.

The purpose of the Club is to promote **PROFICIENCY, SAFETY, RECREATION** and to provide a **LOWER COST OF FLYING**. We believe you will find the Club an excellent opportunity to enjoy flying well-equipped aircraft at very competitive rates with maximum convenience and availability.

General membership meetings are held on the second Wednesday of each month at 7:30 p.m. The meetings include a review of general Club business, current financial status, aircraft maintenance and operation status, acceptance of new members and a special safety program. **Visitors are welcome at all meetings.**

MEMBERSHIP STRUCTURE / COSTS

The Orlando Aero Club is a member-owned organization. All active members own one (1) \$25.00 share of ownership in the Club. This share of ownership is purchased upon joining the Club and is refundable upon resignation from the Club or when a member changes to inactive status. Each active Club member is entitled to a single vote and is considered a partial owner of all Club assets including the aircraft.

Members are provided group liability and accident insurance through membership in the Club. In addition, members are required to contribute an annual fee to cover the deductible portion of our regular insurance coverage. The annual fee is currently \$25.00 per member.

A non-refundable initiation fee is charged to each new member at the time of joining the Orlando Aero Club Inc.

Monthly membership dues cover fixed operating costs of the organization including aircraft payments, ramp rent, insurance, taxes, and other costs.

Hourly rates for aircraft use include the cost of fuel, variable expenses including engine overhaul reserve, and maintenance. Hourly rates are computed based on the tachometer time meter rather than the Hobbs time meter. Rates are charged to the nearest tenth of an hour. Aircraft hourly charges are adjusted quarterly based on variable expenses such as the cost of fuel.

Family membership: A spouse and any children, under age 18, are eligible for membership at no additional cost for initiation or monthly dues.

CURRENT COST STRUCTURE (subject to change):

Initiation:	\$150	Non-refundable membership fee
	\$ 25	Annual Assessment
	\$ 25	One share ownership
	\$125	Current monthly dues
	\$325	TOTAL INITIAL COSTS
*Monthly:	\$125	Monthly dues
	<u>\$400</u>	Total flight time charges
	\$525	Total Monthly Costs

*Example: 4.0 hr (tach time) = 4.0 x \$100.00 = \$400.00

FLIGHT INSTRUCTION / FLIGHT REVIEWS

As with all flying organizations, training is an important aspect of the Orlando Aero Club. Both initial and recurrent training for ratings from Private through Airline Transport Pilot are available from Flight Instructors who are members of OAC.

The Flight Instructors Group meets to discuss new techniques for teaching, changes in operation of new or upgraded Club aircraft, and any changes in local airspace requirements or regulations which could affect Club members. All Club members are required by our insurance carrier to demonstrate levels of proficiency consistent with their currently held ratings through initial flight reviews when joining the Club (except student pilots) and / or annual flight reviews.

ORLANDO AERO CLUB DESIGNATED FLIGHT INSTRUCTORS

Membership in the Club does not require that one pursue additional or complex ratings. After all, some folks just enjoy flying around "the patch" on those sunny days. However, members who are interested in additional ratings are encouraged to do so. The Club's Instructors offer a diverse background and wealth of professional flying knowledge. All members are encouraged to familiarize themselves with the different Instructors in the Club. To assist in this, refer to the Club's website at www.orlandoaeroclub.com or members can access www.aircraftclubs.com.

AIRCRAFT MAINTENANCE AND FACILITIES

Safety of the fleet is a top priority with the Orlando Aero Club. Our aircraft are professionally maintained on a contract basis with Orlando Aircraft Services (OAS).

Orlando Aircraft Services provides all needed maintenance including regular airframe and power plant inspections. Logbooks provided in each aircraft, allow pilots to note discrepancies or problems found during flights. A mechanic from OAS reviews these logs to track aircraft hours of operation and perform any necessary maintenance.

Tie-down facilities and refueling services are provided by contract. Fuel is purchased on a bulk agreement which entitles the Club to a substantial discount off advertised prices.

Automobile parking areas are provided at the Showalter Flying Service parking lot, on the ramp near the aircraft tie down area, and at the Citabria hanger. Keypad codes for ramp access gates are provided to Club members through Showalter Flying Service.

AIRCRAFT

All aircraft with exception to the Citabria are IFR certified. All include standby vacuum systems, Mode C transponders, and voice activated intercoms. Rates can be found on the website and are with fuel included and are charged based upon tach time. These rates are adjusted periodically by the board.

SINGLE ENGINE AIRCRAFT

- N516SP** **2000 Cessna 172**
Garmin 430W
KX 155A NAV/COM
KI 209A VOR/LOC/GS Indicator with GPS Interface
KI 208 VR/LOC
KMA 26 Audio Panel/Marker Beacon/4 Position, Voice
Activated Intercom
KT 76C Mode C Transponder
KAP 140 Two Axis Autopilot with electric Trim and Altitude
Preselect
- N53540** **1981 Cessna 172**
KLN89B GPS Navigator/Moving Map Display
Dual Nav / Comm
Glide Slope / Marker Beacons / ADF / DME
- N9346D** **1983 Cessna 172 RG**
Retractable Gear / Constant-speed Propeller
Dual Nav/Comm / Autopilot/Garmin GPS 430
Glide Slope / Marker Beacons
EGT / Strobes

TAIL WHEEL / AEROBATIC AIRCRAFT

- N5060L** **1979 7GCAA (150 hp, Citabria)**
Single Comm
Intercom
GPS, Altitude Encoding Transponder
Aileron Spades
2 Parachutes

OFFICERS

Refer to the Club's website at www.orlandoaeroclub.com or members can access www.aircraftclubs.com for the current list of Officers.

DIRECTORS

Refer to the Club's website at www.orlandoaeroclub.com or members can access www.aircraftclubs.com for the current list of Directors.

FOR UNSCHEDULED MAINTENANCE NEEDS

**PLEASE USE THE FOLLOWING LIST
UNTIL SOMEONE HAS BEEN NOTIFIED:**

1. Maintenance Officer
2. President
3. Vice President
4. Orlando Aircraft Services 407 894-9963 (for emergencies only)

Other Numbers

Showalter Flying Service 407-894-7331

OPERATIONAL RULES

ARTICLE I - RESERVATIONS

Section 1. All flying time shall be scheduled at www.aircraftclubs.com in advance of the proposed flight. A computer and internet connection is provided at Showalter Flying Service.

Section 2. It is the responsibility of the member scheduling the reservation to cancel as soon as possible if unable to keep the reservation. Offenders of this rule will be fined by the Board commensurate with the number of times the offender is found to have violated this rule and the estimated loss of revenue to the Club.

Section 3. No member shall keep the Club aircraft beyond the time scheduled, other than weather or mechanical reasons. Offenders of this rule may be fined by the Board.

Section 4. Any member who is more than thirty (30) minutes late for the scheduled aircraft reservation shall forfeit the balance of the period to any member desiring the aircraft. The forfeiting member may be subject to a fine determined by the Board.

Section 5. The person to whom the aircraft is checked out is responsible for the aircraft until its return to the home base.

Section 6. When any delay occurs on a flight which will cause a delay in the return of the aircraft, it must be reported to scheduling as soon as possible. The member is responsible for all personal return expenses in the event an aircraft is unable to return home.

Section 7. Members are required to put destination airport identifiers and other pertinent information when scheduling an aircraft for a trip.

ARTICLE II - RESTRICTIONS OF USE

Section 1. No cross-country flights beyond a 25 mile limit shall be allowed by any member holding a student pilot's certificate unless they have the permission of, or are accompanied by a Club Instructor. Flight plans are required for all student pilot cross-country flights of 50 miles or greater.

Section 2. Flight plans are required for all cross-country flights exceeding 100 nautical miles. It shall be the responsibility of any member taking a Club aircraft overnight to have it secured and tied down at that member's expense.

Section 3. No student pilot may take a planned overnight cross-country flight in a Club aircraft.

Section 4. No person, except an active member of the Club, a licensed flight instructor approved by the Club, an FAA inspector or examiner, or qualified person making necessary test flights, shall be permitted by any member of the Club to fly any Club aircraft. All flights are to be made within the limits of the FAA certificate of the person piloting the Club aircraft.

Section 5. No member shall use the Club aircraft for hire nor shall they rent or lend the Club aircraft to any other person.

Section 6. All pilots receiving dual instruction in Club aircraft must use only qualified and currently rated flight Instructors designated by the Club Flight Instructors Group. These Instructors must hold active memberships in the Club. Instructors holding memberships in the Club may not use the Club aircraft equipment to instruct or charter for hire any person not a member of the Club.

Section 7. In the event an aircraft is damaged while signed out to a member, the member shall notify an officer of the Club as quickly as practical. The member shall also provide a written account of the accident to the Board within ten days of the damage, or as soon as able.

If a member is involved in an accident or incident in a Club airplane, the member's Club flight privileges are immediately suspended pending a review by the Board. Only the Board may return the member to active flight status.

Any member involved in an aircraft accident or incident, whether or not in a club aircraft, shall notify the Board.

Section 8. Smoking is not permitted in the Club aircraft.

Section 9. It is the responsibility of each Club member to see that their medical certificate, government issued identification with photograph, and pilot certificate are at all times current and carried on their person or readily accessible in the airplane for each flight. No person may fly a Club aircraft unless these requirements are met.

Section 10. Each member shall be required to make at least one check ride in a Club aircraft per year with a member of the Flight Instructors Group. Failure to complete said check ride shall result in the member being grounded and unable to schedule a flight until such time as the check ride has been completed successfully. The check ride must be completed in the most complex aircraft to be flown by the Member. The Citabria requires a separate check ride.

Section 11. Each member who has not flown as PIC in a Club aircraft during the last three (3) months is grounded until such time as the member has successfully completed a proficiency check ride with a member of the Flight Instructors Group. Currency requirements apply individually to each make and model aircraft.

Section 12. Each member must complete a check ride with a Club instructor in a Club aircraft prior to operating Club aircraft as PIC. The Cessna 172RG and Citabria require individual check rides, regardless of prior pilot experience.

Section 13. Student pilots are restricted to exercising solo privileges in the Cessna 172's and the Citabria. Student solo flights and student pilot instructional flights with a flight instructor are not allowed in N516SP or N9346D.

Section 14. Any member scheduling an aircraft for a period of time exceeding ten (10) days shall obtain prior approval from the Board of Directors. A minimum number of billing hours per day may be a condition of the approval.

Section 15. For pilot-in-command (PIC) operation of the Cessna 172RG, the following requirements must be met by all Club members:

- A) A minimum of 100 hours total time.
- B) Possession of a complex aircraft logbook endorsement.
- C) 10 hours of experience in make and model for pilots with less than 50 hours of retractable gear time and satisfactory completion of an OAC flight review with a member of the Flight Instructors Group.
- D) 5 hours of experience in make and model type for pilots with more than 50 hours of retractable gear time and satisfactory completion of an OAC flight review with a member of the Flight Instructors Group.
- E) 3 hours as PIC in a C-172RG aircraft within the preceding 180 days in order to meet insurance criteria satisfactory or completion of an OAC flight review with a member of the Flight Instructors Group.

Section 16. For operation of N5060L as PIC, the following requirements must be met by all Club members.

- A) Possession of a tail wheel aircraft logbook endorsement or equivalent prior experience per Federal Aviation Regulations

- B) 10 Hours experience in tail wheel aircraft in make and model
- F) C) Satisfactory completion of initial tail wheel OAC Flight Review or satisfactory completion of an OAC flight review with a member of the Flight Instructors Group.
- D) Unless accompanied by an OAC Authorized Flight Instructor, no aerobatic maneuvers may be performed unless the appropriate OAC Aerobatic Endorsement has been received for such maneuvers as indicated herein.
1. Basic Aerobatic Endorsement:
Loop, Aileron Roll, Spin
 2. Intermediate Aerobatic Endorsement:
Loop, Aileron Roll, Barrel Roll, Slow Roll, Spin, Immelmann, 1/2 Cuban Eight, 1/2 Reverse Cuban Eight, and appropriate combinations thereof
 3. Advanced Aerobatic Endorsement:
Loop, Aileron Roll, Barrel Roll, Slow Roll, Snap Roll, Spin, Immelmann, Clover Leaf, Split S, Hammerhead Turn, Cuban Eight, Reverse Cuban Eight, and appropriate combinations thereof
- E) Aerobatic maneuvers not approved by the Citabria 7GCAA Flight Manual are absolutely prohibited.
- F) Flight Load Factors shall be absolutely limited as follows:
- | | |
|----------------------|-------------------------------|
| Positive Load Factor | +3.5 G's Maximum |
| Negative Load Factor | <u>None</u> , 0.0 G's Maximum |

Section 17. Unless accompanied by an OAC Authorized Flight Instructor, the following weather minimums shall apply to student pilots and are recommended for non-instrument rated pilots:

A) Student Pilots:

1. Pattern Operations: Ceiling: 1500' AGL
Visibility: 5 S.M.
2. Local Flights: Ceiling: 2500' AGL
(within 25 N.M.) Visibility: 7 S.M.
3. Cross Country Flights: Per OAC Instructor's Authorization

B) Student pilots are not authorized to operate at night unless such operation is approved by their OAC Flight Instructor.

C) Non-Instrument Rated Pilots:

1. Day: Ceiling: 1500' AGL
Visibility: 5 S.M.
2. Night: Ceiling: 2000' AGL
Visibility: 7 S.M.

D) Weather minimums prescribed in items A and C above are to include a forecast of stable or improving conditions.

Section 18. The following weather minimums apply to all Instrument Rated OAC pilots and Instructors during operations under instrument flight rules:

A) Takeoff: No takeoff shall be initiated unless the ceiling and visibility are at or above the minimums applicable for the instrument approach in use at the departing airport or the closest airport having an instrument approach if the departing airport has no instrument approach procedure.

B) Landing: As published in the appropriate instrument approach procedure for the airport and runway in use.

Section 19. No Club aircraft other than the Citabria shall be flown with less than one (1) hour and fifteen (15) minutes of fuel remaining based upon normal cruise power settings; the Citabria is required to meet the minimum fuel requirements as required by the FAA.

A) Flights initiated with full fuel shall not continue longer than the prescribed Maximum Operating Time as specified below.

B) Flights initiated in aircraft other than the Citabria with less than full fuel shall require that the pilot, prior to commencing the flight, accurately and conservatively determine the remaining usable fuel available and operate accordingly in order to assure a minimum of at least one (1) hour and fifteen (15) minutes of fuel remaining at the completion of the flight, based upon normal cruise power settings; the Citabria is required to meet the minimum fuel requirements as required by the FAA.

**ORLANDO AERO CLUB, INC.
MAXIMUM OPERATING TIME**

**ACTUAL TIME, NOT TACH TIME, ENGINE START TO LANDING
FULL FUEL, 65% CRUISE POWER**

C-172	3.75 hr
C-172 S	4.0 hr (Full Fuel)
C-172 S	2.2 hr (Bottom of Tabs)
C-172 RG	4.5 hr (Full Fuel)
C-172 RG	3.0 hr (Bottom of Tabs)
Citabria	3.0 hr

ARTICLE III - INSPECTION, OPERATIONS, AND MAINTENANCE

Section 1. A preflight inspection shall be performed before each flight. Any defects found in the aircraft's structure or accessories shall be reported to a Maintenance Officer or scheduling immediately and no flight shall be made if such defect may endanger the safe operation of the aircraft. Members shall have knowledge of all appropriate "V" speeds, power settings, fuel and weight and balance information applicable to the proposed flight in the proposed aircraft. Aircraft left without a pilot must have the aircraft tied down, the avionics turned off, the master and magneto switches off, and doors locked. All tanks will be topped after each flight, with the exception of the N516SP and N9346D where the tanks shall be filled to the bottom of the filler necks (tabs); and the Citabria, which shall not be refueled after flight.

Section 2. No member shall be permitted to attach any object to the aircraft or make adjustments or repairs unless approved by the Club Officers.

Section 3. Before contacting any maintenance facility for labor on a Club aircraft or purchasing any parts for a Club aircraft, in an emergency or on a cross country flight, a member shall first contact the Chief Maintenance Officer or the President for consultation and authorization. The member is authorized to procure such parts and labor up to the limit of \$1000. After presentation of a properly receipted bill for such labor and/or parts and after the bill has been approved by the chief maintenance officer, said member shall be reimbursed. Oil and gas will be purchased and the member given credit in accordance with receipts. Fuel will be reimbursed at a maximum rate as set by the board, as posted on the website. No expenses pertaining to overnight storage expenses are reimbursable.

ARTICLE IV - PROHIBITED TYPES OF FLYING

Section 1. All flying in any Club aircraft is to be done in strict accordance with existing Federal Aviation Regulations, state, local, and Club rules.

Section 2. Any Club aircraft is restricted against maneuvers prohibited by the limits of operation of the aircraft as specified by the manufacturer.

Section 3. There shall be no formation flying of the Club aircraft with each other or any other aircraft.

Section 4. Flying to the Bahamas requires a private license and a minimum of 50 hours cross country as PIC.

ARTICLE V - ENFORCEMENT

Section 1. The above regulations and rules shall be policed by the entire membership. All complaints shall be filed with the President who shall call a meeting of the Board at which time action will be taken. Any violation of the Federal Aviation Regulations shall constitute cause for immediate grounding, and any member so grounded shall remain as such until further action is taken by the Board.

ARTICLE VI - CHANGES AND AMENDMENTS

Section 1. Changes or amendments to these Operational Rules may be effected only by the majority vote of the Board at a regular or special meeting called for such purpose.

Section 2. Any changes or amendments to these Operational Rules shall be mailed to all members of the Club or read aloud at the next general meeting or posted on the web site.

BY - LAWS

ARTICLE I - MEMBERSHIP CLASSIFICATION AND PRIVILEGES

Section 1. Membership status shall be classified as active, inactive, grounded, or terminated. A member shall hold only one status at a time.

Section 2. An active member is one who shall be tendered all privileges and benefits within the power of the Club to bestow. Each active member is entitled to one (1) share of ownership.

Section 3. An active membership may include additional active members to include a spouse and dependent(s) under the age of 18 and shall then be defined as a Family Membership. Each individual, the spouse and dependent(s), in the Family Membership program will own one (1) \$25.00 share of ownership in the Club. This share of ownership is purchased upon joining the Club or change to active member status and is refundable upon resignation from the Club or when a member changes to inactive status. Monthly dues are reduced for additional active members under the Family Membership program approved by the Board.

Section 4. Membership shall be classified as follows:

Class I	Officers of the Club
Class II	Instructors
Class III	Regular membership

Section 5. An inactive member is one who has been granted such status upon that member's request to the Treasurer or as determined by the Board. The only privilege offered a member in this classification is priority in returning to active status. The member will remain on inactive status for a minimum of 90 days.

Section 6. A grounded member shall be one who has been temporarily denied all privileges of membership in the Club by action of the Board. A period of grounding shall be limited to thirty (30) days, at the end of which time the Board shall be required to take further action.

Section 7. A terminated member is one who severs all connections with the Club by submitting a request for said status to the Treasurer, or severed by the Board according to ARTICLE II, Section 4.

Section 8. A member in good standing is a member who is financially current and otherwise in compliance with Club requirements.

ARTICLE II - MEMBERSHIP APPLICATION, TERMINATIONS, AND EXPULSIONS.

Section 1. The limit on the number of active members shall be determined at the discretion of the Board based on the amount of equipment, insurance requirements, and the average time the equipment is in use so as to allow reasonable use to each active member without undue restriction.

Section 2. An applicant for membership shall submit his application, all appropriate fees, and the first month's dues to any Officer, Director, or Instructor. The Treasurer may make a credit check on each applicant. The acceptance or refusal of any application shall be altogether at the discretion of the majority of the Board. Upon approval of the application of a prospective member by the Board, the Treasurer shall put their name on the active list. If the membership is full, the name is to be placed on a waiting list. New members to fill vacancies must be taken from the list. Names will be taken from the top of the list and the new member's active membership will begin at the time the required fees are paid. At a regular meeting following the Board's decision to accept a new member, the Board's decision must be ratified by a majority vote of the active members present at said meeting. If the ratification vote occurs and the Board's decision is not ratified by a majority vote of the active members present, the new member's membership shall be terminated immediately and the Treasurer shall promptly refund the new member's initiation fee and cost for one share of membership.

Section 3. Termination shall become effective on the last day of the month the formal request is received by the Treasurer and then only upon approval of the Treasurer, but in no event before all monies due the Club shall have been collected.

Section 4. The Board may, after notice and hearing, expel a member for due cause. Final expulsion shall take place immediately. No member having been expelled from the Club shall be entitled to any refund.

ARTICLE III - FLYING OPERATIONS AND MAINTENANCE

Section 1. Flying operations will be conducted in accordance with Federal Aviation Regulations and any Operational Rules published by the Club.

Section 2. Club maintenance shall be conducted in accordance with all Federal Aviation Regulations.

ARTICLE IV - OFFICERS, DIRECTORS, MEETINGS AND MEETINGS OF THE BOARD

Section 1. A minimum of three and a maximum of seven Directors shall be elected annually for a term of two years by the active members. This election shall take place at the November general membership meeting.

Section 2. The Directors shall submit to the share holders for election the following Officers and such other positions as required:

PRESIDENT
VICE PRESIDENT
MAINTENANCE OFFICER(S)
SECRETARY
TREASURER

Additional nominations and elections of the Officers may take place at the June meeting or at successive general membership meetings until all required Officers are elected.

Section 3. The Board shall be defined as consisting of all Officers and Directors. Each member of the Board shall be entitled to one vote in all matters coming before the Board.

Section 4. To be eligible to serve on the Board, a member (including family members above the age of 18) must have completed a minimum of one year in good standing. Good standing is defined as attending eight (8) out of the last twelve (12) general membership meetings and financially current with the Club.

Section 5. An annual meeting of the active members shall be held on the second Wednesday during the month of June in each year if not a legal holiday, and if a legal holiday, at such a time as deemed necessary by the Board for the purpose of electing Officers and to transact such other business as may be presented to the members. No member may hold more than one (1) share of ownership, which represents one vote. A simple majority of active members present or voting by proxy will be necessary to elect Officers and Directors.

Section 6. A special meeting of the active members may be called for any purpose or purposes by a majority of the Board. The active members shall be notified of any special general membership meetings, if reasonably possible, and of the time, place and purpose or purposes of the meeting, and only that business for which the meeting is called shall be transacted.

Section 7. Active members present shall constitute a quorum at all general membership meetings for the transaction of business and shall decide any issue coming before the meeting, unless otherwise provided in the By-Laws.

Section 8. The regular meeting of the Board shall be held preceding the monthly meeting of the active members. At any meeting of the Board, a quorum shall be defined as a simple majority of the Board of Directors and Officers. A simple majority of this quorum shall decide any issue coming before it.

Section 9. Special meetings of the Board may be called with one (1) day notice by the President, and shall be called by the President at any time upon a written request by the majority of the Board.

Section 10. All meetings shall be based on Robert's rules of order and shall be conducted in an orderly fashion.

Section 11. In the event the existence of this Club is terminated, all assets of the Club shall be utilized on a first-priority basis to pay off outstanding debts on the aircraft. Any remaining assets of the Club shall be distributed equally among the active members.

ARTICLE V - DUTIES OF OFFICERS, INSTRUCTORS, AND MEMBERS

Section 1. It shall be the duty of all Officers to perform their duties satisfactorily to continue the activities of the Club.

Section 2. The Officer's duties shall be defined as follows:

PRESIDENT

- Is the presiding officer of the general membership meetings and of the Board of Directors meetings.
- Has the authority to appoint committees and shall be an ex officio member of each.
- Is responsible for all other duties as deemed necessary.
- Has a term of office not to exceed two (2) consecutive one (1) year terms.
The President shall have the option to serve a one year term as a board member on the Board of Directors following their term as President.

VICE PRESIDENT

- Assists the President, assuming duties in the President's absence.
- Is responsible for providing scheduling services, investigating infractions of Club Rules, and in general acting as SGT. AT ARMS.
- Has a term of office not to exceed two (2) consecutive one (1) year terms.

SECRETARY

The Secretary shall be responsible for all record keeping, including the minutes, publication of the newsletter, compiling the share holder's records, maintaining an accurate membership list, correspondence, office supplies, and any other duties deemed necessary.

TREASURER

The Treasurer shall handle all the financial transactions of the Club. Any expenditures, other than normal monthly expenditures, must be approved by the Board of Directors.

The Treasurer shall have authority to sign checks. In the absence of the Treasurer, the President, or the Chief Maintenance Officer may assume the responsibility to sign checks. A monthly financial report shall be submitted by the Treasurer to the Board and in turn to the membership.

MAINTENANCE OFFICER(S)

The Maintenance Officer(s) shall be defined as the Chief Maintenance Officer and his selected assistants. The Maintenance Officer(s) shall be responsible for the aircraft being maintained in a manner most beneficial to the Club and in accordance with FAA regulations. They shall coordinate all maintenance activities with scheduling.

Section 3. All active Orlando Aero Club Flight Instructors shall be active members of OAC and shall belong to the Orlando Aero Club Flight Instructors Group. The charter of the Flight Instructors Group shall be to maintain the proficiency and flying skills of all active Orlando Aero Club members at the highest possible levels by providing a consistently high level of standardized flight instruction in accordance with FAA regulations and guidelines. In addition to other flight instructional duties, the Flight Instructors Group shall perform the administration of the annual Orlando Aero Club check rides to a consistent, high performance standard. New flight instructor candidates shall be recommended by the Flight Instructors Group and approved by the Board of Directors.

Section 4. The Flight Instructors Group shall designate one flight instructor to the office of Chief Flight Instructor. The Chief Flight Instructor shall provide direction and guidance to all Flight Instructors Group members and shall represent the Flight Instructors Group to the Board. The Chief Flight Instructor shall follow up on all FAA violations.

Section 5. The Chief Flight Instructor shall schedule Flight Instructors Group meetings as required.

Section 6. The duties of all Orlando Aero Club members shall be to conduct themselves in a proper and fitting manner, to uphold the dignity of the Club on the flying field, to

be alert and mindful of the Club's interest, to exercise caution and safety in all aspects of aircraft operation, and to observe all federal, state, local and Club rules and regulations.

Section 7. It is the obligation of each Orlando Aero Club member to notify the Treasurer immediately of any changes of address or contact information within one billing cycle of the change.

ARTICLE VI - GENERAL FINANCE

Section 1. In the event of damage to equipment of the Club, except where provided for elsewhere in the Club regulations, the following specific rules shall apply:

- A) Except for incidents resulting from a member's own carelessness or negligence, as determined by the BOD, the OAC will cover the deductible.
- B) A member is liable for damages over and above the amount covered by insurance, as well as those not covered by insurance, if such damage results from the member's own carelessness or negligence as determined by the Board of Directors.
- C) In case of doubt as to the cause of the accident, and/or incident, the Board shall abide by the finding of the FAA and/or the National Transportation Safety Board.

Section 2. No member of the Club shall be authorized to make purchases in the name of the Club except by order of the Board or as set forth in Section 3, Article III of the Operational Rules.

Section 3. Each month the member will be mailed or emailed a statement covering charges accrued through the last billing date plus dues for the following month.

- A) A member whose check for the net amount has been returned unpaid by the bank will thereupon be assessed the applicable service charge determined by the Board.
- B) A member failing to remit payment within thirty (30) days will be grounded automatically.
- C) Late payments are subject to a \$15.00 late fee.
- D) In the event that an account is referred to an attorney for collection, the member shall be responsible for all attorney fees and costs related to the collection.

ARTICLE VII - INITIATION FEES, DEPOSITS, AND ASSESSMENTS

Section 1. Initiation fees, as set by the Board, the cost of one share of membership, and the first month's dues shall be charged each new member.

Section 2. The initiation fee is non-refundable and non-transferable. Upon requesting inactive status, or termination of membership in the Orlando Aero Club, Inc., the owner of the share of membership agrees to sell his share of ownership back to the Orlando Aero Club, Inc., at the same price at which it was purchased.

Section 3. A member failing to remit entire payment of all accounts within thirty (30) days will be placed on grounded status. The member will then be charged the past due balance and any minimum and dues, if applicable. At or by the end of sixty (60) days, the member may (1) remit the entire past due balance and either go inactive or terminate the membership; or (2) pay entire amount and become active. At the end of sixty (60) days the member will be classified as a terminated member and unless written acknowledgment is received by the Treasurer within fifteen (15) days thereafter, all accounts of said member will be turned over to the Vice President for collection.

ARTICLE VIII - DUES AND FLYING RATES

Section 1. Dues shall be payable in advance and are due upon receipt of billing.

Section 2. All flying charges and other assessments shall be payable upon receipt of billing.

Section 3. The following rates, discounts and dues apply to each Class of membership:

CLASS I MEMBERS

Will be billed actual flying time at Officer rates with reduced dues.

Officer rates are defined as regular flying rates with the following discounts applied:

President:	\$ 4.00 per flying hour
Other Officers:	\$ 3.00 per flying hour

CLASS II & III

Will be billed at regular flying rates and or minimums plus dues, as applicable.

Section 4. Members may become inactive by mailing a written request for said status to the Treasurer. Inactive dues will be \$10.00 per month. However, subject to a majority vote of the Board otherwise, inactive dues will be waived indefinitely for any member who was an active member for more than ten (10) consecutive years immediately prior to becoming an inactive member. Upon re-activation, a minimum of \$25.00 must be paid, at which time the surrendered share of membership will be credited. If an inactive member fails to pay for a period of three (3) months, the membership will be terminated.

Section 5. Charges for flying time shall be determined by the Board, based on actual cost of operations. Flying time shall be recorded from the recording tachometer.

Section 6. On all multiple-day flights in a Club aircraft, a minimum average of three (3) hours per day on weekends and holidays, two (2) hours per day on weekdays may be assessed, at the discretion of the Board of Directors.

ARTICLE IX - REVISION OF CHARGES

Section 1. At least once each year the Board shall review all fees, assessments, flying rates, and other charges, and if necessary, revise them or recommend revision, basing such revision on current operating costs.

ARTICLE X - MISCELLANEOUS

Section 1. Each member of the Club shall have read and shall have promised in writing to observe and abide by all the provisions of the By-Laws and other regulations of the Club, and to acquaint himself as thoroughly as possible with the local field rules of any airport and landing fields used by the member and to observe them to the best of his ability.

Section 2. Penalties for violation of any of the provisions of these By-Laws and any other Club regulations shall be determined by the Board except where a specific penalty is otherwise provided.

Section 3. Temporary waivers to these By-Laws will be made by majority vote of the Board.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to these By-Laws may be initiated by a majority vote of the Board at a regular or special meeting called for that purpose.

Section 2. Any amendments to these By-Laws shall be ratified by a simple majority of active members present at the next monthly meeting.

CHANGE LOG

<u>Date</u>	<u>Section</u>	<u>Change</u>
7/13/2011	By-Laws, ARTICLE II, Section 2 - MEMBERSHIP APPLICATION, TERMINATIONS, AND EXPULSIONS	Updated section to allow board to grant conditional membership to new members pending general membership approval
11/11/2009	Introduction	Updated club location and meeting times
	Membership Structure / Costs	Updated verbiage to designate initial cost as an initiation fee rather than an equity investment
	Membership Structure / Costs	Updated cost structure grid to reflect current costs
	Aircraft Maintenance / Facilities	Updated verbiage to designate correct parking areas. Removed reference to club office.
	Aircraft	Removed obsolete aircraft, updated equipment listings and referred to the website to find current hourly rates
	Unscheduled Maintenance Needs	Updated to refer to positions not individual names, removed reference to club phone number
	Operational Rules - ARTICLE I, Section 2 - RESERVATIONS	Updated to reflect that the club no long has its own internet access
	Operational Rules - ARTICLE II, Section 8 - RESTRICTIONS OF USE	Updated to reflect that all OAC aircraft and facilities are non smoking
	Operational Rules - ARTICLE II, Section 19 - RESTRICTIONS OF USE	Clarified verbiage related to fuel requirements
	Operational Rules - ARTICLE III, Section 3 - INSPECTION, OPERATIONS AND MAINTENANCE	Updated contact order for maintenance issues as well as updated location for current fuel reimbursement rate
	By-Laws, ARTICLE I, Section 6 - MEMBERSHIP CLASSIFICATION AND PRIVILEGES	Updated verbiage to reflect that any grounded member will not automatically return to active status, case must be reviewed by the board after 30 days
	By-Laws, ARTICLE V, Section 2 - DUTIES OF OFFICERS, INSTRUCTORS, AND MEMBER	Updated definition of the maintenance officer to state that any assistance will be selected by him and approved by the board
	By-Laws, ARTICLE V, Section 7 - DUTIES OF OFFICERS, INSTRUCTORS, AND MEMBER	Removed reference if an owner needing to notify the club in the event of employment changes.
	By-Laws, ARTICLE VI, Section 3 - GENERAL FINANCE	Removed reference to bills being sent by U.S. Mail. Bank service charges charged to any owner will be determined by the board rather than being a flat rate. Added additional bullet that makes the owner responsible for all fees relative to bill collection.
	By-Laws, ARTICLE VII, Section 2 - INITIATION FEES, DEPOSITS, AND ASSESSMENTS	Updated verbiage to designate initial cost as an initiation fee rather than an equity investment