



Deschutes Flying Club Bylaws & Addendums

Deschutes Flying Club, Inc.

2026-06-09-v0.3c

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1 Bylaws

1.1 ARTICLE 1: Name

The name of the organization shall be **Deschutes Flying Club, Inc.**, hereafter referred to as the “club”, organized as an Oregon non-profit Corporation.

1.2 ARTICLE 2: Authority, Purpose, and Objectives

1. Upon the request of certain aviation-minded citizens living in and around Deschutes County, Oregon, these Bylaws for the club are hereby established.
2. The purpose of the club is to encourage and promote an interest in aviation, to advance the knowledge of its members in aeronautical subjects, and to bring to more people the social benefits and pleasures of recreational flying in a club environment.
3. The club is a non-profit, social organization, established and operated exclusively for the benefit of its members. Financial support of the club shall be by membership fees, dues, and assessments.

1.3 ARTICLE 3: Bylaws and Other Regulations

1. These Bylaws, Addendum A: “Membership Application”. Addendum B: “Club Membership, Dues and Hourly Rates” and Addendum C: “Operational Rules”, and any other regulations deemed necessary by the Board of Directors, constitute the regulations that govern the club in the best interest of all members.
2. Changes to these Bylaws and other club documents shall be approved by majority vote of the Board of Directors. Changes to addenda of these Bylaws may be approved separately from these Bylaws, and by a majority vote of the Board of Directors.

1.4 ARTICLE 4: Membership

1. Membership is a voluntary privilege and shall be open to those interested in aviation, and who are acceptable by a majority vote of the Board of Directors.
2. No person shall be refused membership based on any form of discrimination concerning sex, sexual orientation, age, race, color, national origin, disability, religion, or any other basis prohibited by law.
3. A member is an individual person, with an interest in aviation. Membership does not extend to family members nor to members of other organizations to which the individual member belongs.
4. All members share equally in the property rights, assets, interests, liabilities, and obligations of the club.
5. Candidate members shall complete the application form in Addendum A and shall return the form and copies of required documents to the Secretary, along with payment of the Membership Fee specified in Addendum B. The Board of Directors shall consider the application and shall determine suitability for membership. A prospective member who is not approved for membership shall receive a refund of the Membership Fee, within 30-days of the Board’s decision.
6. An individual who wishes to be affiliated with the club to share in the social and educational aspects of the club, but not as a flying member, may be approved as a Club Associate, by a majority vote of the Board of Directors. Associates are not members and have no ownership, voting or flying privileges.

7. The Board shall specify a maximum number of members for the club. The number of members is specified in Addendum B of these Bylaws.
8. A member in good standing is one who has met all financial and other obligations to the club in the previous 30-days.
9. All members in good standing shall have equal privileges and access to club aircraft, as specified in Addendum C of these Bylaws.
10. A member not in good standing shall not have access to club aircraft until such time that the member returns to good standing by fully meeting all outstanding obligations.
11. The Board of Directors may, by a majority vote, terminate the membership of a member who has remained not in good standing for the previous 90-days. In such cases, the member is not entitled to any reimbursement of fees or other payments and shall relinquish all ownership and membership rights to the club and its assets.
12. Notwithstanding any termination, all sums due to the Club from a member shall remain a debt in favor of the Club and shall be enforceable against the member or the member's estate. Moreover, all sums due and payable will continue to accrue late penalties and finance charges according to current club policies.
13. A member may be suspended by a majority vote of the Board of Directors for non-payment of accounts, violation of any of the Bylaws or Operational Rules, for disregard of FAA regulations, or unacceptable behavior or conduct. In such cases, a Grievance Committee (see Article 9: "Committees") shall submit a report to the Board of Directors for further consideration. The Board has the right to terminate a membership after due consideration. Disputed terminations may be carried brought to the Grievance Committee.
14. Membership fees are non-refundable.
15. A member who becomes incapacitated and cannot, against their will, enjoy the benefits of membership may, by majority vote of the Board of Directors, be entitled to up to six (6) months of association with the club, at the rate consistent with Club Associate, as detailed in Addendum B. During this time, the members shall have no flying or voting privileges.
16. The club shall not disclose members' personal information to other parties, unless required by law, in the due course of business (for example, obtaining insurance), or in interests of safety.
17. No club member, Board Member or Coordinator shall receive any salary, compensation or payments for their services relating to any role, position, or service.
18. Each member operating a club aircraft, or responsible for its operation, shall comply with the Operations Rules, specified in Addendum C "Operational Rules"
19. In joining the club, members are expected to:
 1. Attend meetings
 2. Conduct themselves in a proper and fitting manner
 3. Uphold the dignity of the club at all times
 4. Be alert, mindful, and considerate of the club and members' interests
 5. Exercise due caution and safety in flying
 6. Observe all federal, state, local, and club flying rules and regulations
 7. Not divulge club information and membership rosters to external parties, including the media, without permission from the President
 8. Adhere to the Bylaws and Operational Rules of the club

1.5 ARTICLE 5: Board of Directors

1. The Board of Directors shall manage the business affairs of the club in an efficient and businesslike manner and to safeguard the interest of the club at all times.
2. The Board shall manage the club through the implementation of fees, Operation Rules, maintenance, safety, social, and other procedures as deemed necessary, by a majority vote of the Board of Directors.
3. The Board of Directors shall be comprised of seven members elected from the membership of the club.
4. Any Director may resign at any time by giving at least 10-days written notice to the Board of Directors, the notice to include the effective day and time of resignation. A vacancy on the Board of Directors that rises for any reason shall be filled temporarily, by agreement of the remaining Board Members, until such time that an election is held. The election must be held be no more than 60-days from the time of the temporary appointment.
5. The Officers of the club shall be comprised of, at minimum, a President, Vice President, Secretary, and Board Members, respectively.

1.5.1 Officer Positions

1. Officers shall be selected by the Board of Directors each year at the first meeting following the election of the Board of Directors.
2. The officers shall be selected from the members of the Board of Directors.
3. A member of the Board of Directors may serve in multiple Officer positions at the same time.

1.5.1.1 The President

The President provides leadership to the Board of Directors and Officers and leads the club in the pursuit of the club's goals and objectives. The President presides over membership meetings, appoints all committees, and performs all other duties normally required and pertaining to the office. The President shall also preside over the Board of Director meetings. In addition, the President: Calls meetings to order and adjourns meetings; calls for motions and manages the voting of motions; represents the club's interests at meetings and signs official documents on behalf of the club; delegates duties and responsibilities as necessary; appoints and disbands committees that conduct research and report back to the Board of Directors.

1.5.1.2 The Vice President

The Vice President shall preside in the absence of the President. The President may assign specific duties to the Vice Present – in particular, the Vice President may be temporarily assigned another board position, as needs arise.

1.5.1.3 The Secretary

The Secretary maintains all (non-financial) club records, including membership rosters, insurance papers, hangar lease agreements, and aircraft agreements. In consultation with the President, the Secretary publishes and posts calls for meetings, agendas, and keeps and publishes minutes of meetings, including meeting dates and times, attendance, discussions and decisions, motions and voting, any other business, and the time of adjournment Provides a Secretary's Report at all membership meetings. The President shall be constantly apprised of all matters related to the club's administrative status.

1.6 ARTICLE 6: Coordinators

Contingent on the size of the club, the positions of Safety Coordinator, Maintenance Coordinator, Membership Coordinator, and Social Coordinator may be established, by a majority vote of the Board of Directors.

1.6.0.1 Financial Coordinator

The Financial Coordinator manages the club's finances and keeps accurate and up-to-date records and reports, and shall present financial reports at all meetings of members. The Financial Coordinator shall keep accurate financial records and transactions, receive all funds, issue monthly statements to all members, disburse club funds to meet all obligations after board approval, and notify the Board of Directors of any delinquent accounts by the fifteenth (15th) of each month. The Financial Coordinator also prepares, or delegates, the completion of annual tax returns and statements, shall maintain a 3-year rolling budget, and shall arrange for financial audits, as necessary. The President shall be constantly apprised of all matters related to club finances.

1.6.0.2 The Safety Coordinator

The Safety Coordinator shall plan and conduct safety meetings. The Safety Coordinator shall encourage the open discussion of safety matters and shall create and maintain methods whereby members may confidentially report issues related to safety to the Safety Coordinator and Board of Directors. Provides a Safety Report at all membership meetings. The President shall be constantly apprised of all matters related to safety.

1.6.0.3 The Maintenance Coordinator

The Maintenance Coordinator shall be responsible for the maintenance of club aircraft and equipment. The Maintenance Coordinator arranges for all maintenance tasks, scheduled and unscheduled, and keeps all maintenance records up-to-date. The Maintenance Coordinator creates and maintains methods of reporting maintenance issues, including methods for members to immediately ground aircraft at the sole discretion of that member. The Maintenance Coordinator shall return the aircraft to service in the scheduling software. Provides a Maintenance Report at all membership meetings. The President shall be constantly apprised of all matters related to maintenance.

1.6.0.4 The Membership Coordinator

The Membership Coordinator shall consider all aspects of club membership, including marketing and recruiting new members. They would be responsible for collecting club membership applications, managing the waiting list for membership, and documenting member certificates such as pilot certificates, medical certificates, and flight reviews, and keeping Flight Circle up-to-date for all members. The President shall be constantly apprised of all matters related to membership.

1.6.0.5 The Social Coordinator

The Social Coordinator shall maintain the club's social calendar and shall be responsible for forming and leading ad-hoc committees to organize and implement activities such as fly-outs, fly-ins, open days, etc. The Social Coordinator shall be responsible for the club website and social media sites. The Social Coordinator shall promote the club through community outreach. The Social Coordinator shall create and distribute a Club Newsletter and create marketing materials to promote membership of the club.

1.7 ARTICLE 7: Elections and Term of Office

1. The club membership shall elect members to the Board of Directors, at the Annual General Meeting.

2. Board positions shall be for two-year terms.
3. Officer positions shall be for one-year terms.
4. To ensure continuity, elections shall be staggered. For elections on even numbered years, four Board of Directors positions shall be elected. For elections on odd numbered years, three Board of Directors positions shall be elected.
5. Nominations for the Board of Directors shall be made in writing to the Secretary at least 10-days prior to the Annual General Meeting. Any member may nominate another member, with that member's permission, and any member may nominate themselves. Nominations require the name and signature of the nominee, plus the name of one other club member, as a reference.
6. Elections for positions shall be conducted by the Secretary and shall be conducted via methods as determined by Board. Members may each cast one individual, non-transferrable vote.
7. Hung votes are not permitted. If a vote is hung, the vote shall be repeated. If the vote is still hung, the President shall abstain from the next round of voting in order to force a majority result.
8. In the event of Officer positions becoming available mid-term, the Board may select a new officer from the remaining Board of Directors members.
9. Any Director may be removed from office, for cause, by the affirmative vote of a majority of the remaining Directors, OR by special election by the affirmative vote of a majority of the Members.

1.8 ARTICLE 8: Quorums, Meetings, and Resolutions

1. Regular meetings of members ("membership meetings") shall be held at least quarterly and shall be called by the President.
2. The presence of 10% of the membership shall constitute a quorum for the transaction of business at any member meeting.
3. The President may call special membership meetings, as deemed necessary.
4. Upon request to the Secretary of at least fifty-one (51%) percent of the members, the President shall be required to call a special membership meeting.
5. Board of Director meetings shall be held at least quarterly and shall be called by the President.
6. A quorum at any meeting of the Board shall consist of a majority of its entire membership.
7. The President may call special Board of Director meetings, as deemed necessary.
8. The Annual General Meeting of the club, for purposes of Board of Director reports and elections, shall be held in January of each year and shall be called by the President. Elected officers begin duties on February 1st of that year.
9. The passage of any resolution at membership and Board of Directors meetings, except as otherwise provided in these Bylaws, shall require a majority vote of those members present.
10. Any action that may be taken at a meeting, may also be taken without a meeting and without a physical vote, if a consent in writing (including email or other electronic correspondence), setting forth the actions so taken, is provided by a majority of the members eligible to vote.
11. Club meetings, including Board of Director meetings, but excluding meetings or sections of meetings dealing with personnel issues and/or a matter of grievance, shall be open to all club members.
12. All meetings shall follow a formal agenda, distributed by the Secretary to members at least 5-days prior to the meeting itself.

13. The Secretary or other person designated by the President, shall keep detailed minutes of meetings, including motions and voting, and shall publish the minutes to all club members within 5-days of each meeting.
14. Meetings shall conform to the following Rules of Order:
 1. Call to order
 2. Roll call
 3. Reading, corrections, and approval of minutes from the previous meeting
 4. Officers' reports
 5. Committee reports, as applicable
 6. Unfinished previous business
 7. New business
 8. Adjournment

1.9 ARTICLE 9: Committees

1.9.1 Special Committees

The Board may form special committees, as needed. Examples:

1.9.1.1 Maintenance Committee

Headed by the Maintenance Coordinator, this committee shall consider all aspects of maintenance and airworthiness of club aircraft.

1.9.1.2 Safety Committee

Headed by the Safety Coordinator, this committee shall consider all aspects of safety, safety training, and member currency/proficiency. The Committee shall run quarterly Safety Meetings. Members are expected to attend at least 3 safety meetings per year, including the mandatory safety stand down meeting.

1.9.1.3 Social Committee

Headed by the Social Coordinator, this committee shall consider all aspects of club events and community outreach, including marketing, the club website, and social media sites.

1.9.1.4 Membership Committee

Headed by the Membership Coordinator, this committee shall consider all aspects of club membership, including marketing and recruiting new members.

1.9.1.5 Aircraft Selection and Procurement Committee

An ad-hoc committee formed by the President to consider aircraft selection and, once agreed by a majority of the members, aircraft procurement.

1.9.1.6 Grievance Committee

An ad-hoc committee formed by the President to consider matters of conflict in the club. Any club member can refer an issue to the President for consideration.

The Grievance Committee shall make recommendations to the Board of Directors. The final resolution of conflicts and grievances shall be by a majority vote of the Board of Directors.

1.9.1.7 A Strategic Planning Committee

The Board of Directors shall engage members in the future of the club through this committee whose output shall be an approved Strategic Plan.

1.10 ARTICLE 10: Finance, Dues, and Assessments

1. The membership fee, monthly dues, and hourly rates shall be calculated using the Operational Cost Calculator spreadsheet maintained by the club Financial Coordinator.
2. Monthly dues and hourly rates shall be determined by The Board of Directors and presented at each Annual General Meeting, or any other time as determined by the Board of Directors. The monthly dues shall cover all fixed costs involved in operating the club, and the hourly rate shall cover operational costs of the club aircraft.
3. Each member shall be billed at the end of each month, for dues and hourly charges. Balances are due upon receipt and shall be considered delinquent after the tenth (10th) of the month. Members shall be deemed to be 'not-in-good-standing' if a balance remains unpaid by the end of the month; flying privileges shall be withdrawn until that time that the balance has been paid.
4. Monthly dues shall be assessed on each member, regardless of whether that member has flown, or not, during that month.
5. If the Board of Directors determine that a member is personally responsible for damage through negligence, that member shall be assessed for 100% of the repair or insurance deductible for damages so incurred. That member shall also be responsible to pay for increases in insurance premiums and all other costs, due to their negligence.
6. Club Associates, as defined in Article 4, section 6, shall be charged as specified in Addendum B "Club Memberships, Dues and Hourly Rates".
7. The Board of Directors, may, by majority vote, levy a special assessment on all members of the club to pay for necessary repairs, acquisitions, or capital improvements to club assets. The amount of assessment shall be equal for all members, the amount being the required total divided by the actual number of members at that time.

1.11 ARTICLE 11: Scheduling, Reservations, and Club Equipment

1. Information about using club aircraft and equipment is provided in Addendum C of these Bylaws - "Operational Rules".
2. Only members in good standing as defined in Article 4 of these Bylaws shall reserve club aircraft.
3. Members shall use the online scheduling tool provided by the club. All reservations should be made in advance as much as possible. The scheduling system shall be used to reserve, check-out and check-in club aircraft, as detailed in Addendum C.
4. Members are expected to treat club equipment as their own.

5. The club does not provide flight instruction. A member is free to choose an instructor from the list for flight training, check-outs, flight reviews, and other training needs.
6. A member shall not be entered into the scheduling system for a given aircraft until verification of their pilot qualifications and completion of the familiarization flight with the designated check pilot.

1.12 ARTICLE 12: Liability and Insurance

1. Adequate insurance shall be carried at all times. The club shall carry liability and hull insurance for each club aircraft. The Secretary shall research policy options and rates each year. Final selection shall be by majority vote of the Board of Directors.
2. No director of the Club shall be personally liable to the Club or its members for monetary damages for breach of fiduciary duty as a director; provided that the liability of a director shall not be eliminated:
 1. For any breach of the director's duty of loyalty to the Club or its members
 2. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law,
 3. Under Section 65.367 of the Oregon Nonprofit Corporation Act ("ONCA")
 4. For any transaction from which the director derived an improper personal benefit.

1.13 ARTICLE 13: Amendments

A two-thirds majority (2/3) vote of the board members present at a meeting may amend these Bylaws. The Secretary shall send details of proposed amendments to all members at least 10-days prior to the meeting where final action will be taken on the proposed amendment.

1.14 ARTICLE 14: Dissolution

Upon dissolution of the club, the Board of Directors shall be designated as trustees and shall liquidate the assets of the club and pay all outstanding obligations in proportion to the final available capital. Any surplus shall be distributed according to the laws of the State of Oregon and in accordance with the tax status of the club.

2 Addendums

2.1 ADDENDUM A: Membership Application

The membership application will be completed online via the website and will be approved by the Board of Directors.

2.2 ADDENDUM B: Club Membership, Dues, and Hourly Rates

Club membership, monthly dues, and hourly rates are determined by reference to the Operational Cost Calculator and Club budget, that are available to members from the Financial Coordinator. The calculated numbers may be modified at the discretion of, and by majority vote, of the Board of Directors. Current numbers are specified in Section 2 of this Addendum.

2.2.1 Club Dues and Fees as of 2024-01-01:

- Application Fee: \$500.00
- Member Monthly Dues: \$125.00
- Associate Monthly Dues: \$15.00
- Late Payment Fees: 5%/month
- Maximum fuel reimbursement rate: \$7.00

2.2.2 Aircraft Rates as of 2024-01-01:

- N738MR—Cessna 172: \$125.00/hr
 - Insurance Deductible — In motion: \$2500
 - Insurance Deductible — Not in motion: \$1000

2.3 ADDENDUM C: Operational Rules

2.3.1 General Rules

1. Aircraft provided by the club are for the exclusive use of its members and their passengers.
2. Members are required to conduct themselves in a manner that is a credit to the club.
3. Only appropriately qualified Club Members, FAA Designated Examiners, and Certified Flight Instructors, are authorized to pilot club aircraft.
4. Club aircraft may be used for any FAA Part 91 operations, including personal transportation, flight training, and volunteer missions for organizations such as the Experimental Aircraft Association's Young Eagles, Angel Flight, and the Oregon Disaster Airlift Response Team. These activities must be non-commercial. Compliance with all FAA regulations is required.
5. Club aircraft shall not be used for commercial operations, except for flight instruction of club members.
6. The club's objective is to maintain a workable ratio of members per aircraft, as determined by the Board of Directors.
7. Members may pilot only those club aircraft for which they have received a check out from a Certified Flight Instructors approved by the club.
8. Only Certified Flight Instructors approved by the club are authorized to give checkouts in club aircraft.
9. Certified Flight Instructors approved by the club are independent contractors and are not provided by the club.
10. Club aircraft may be flown solo only by individuals who satisfy the requirements and regulations.
11. It is each member's responsibility to comply with all regulations and requirements when flying club aircraft.
12. Members shall conduct a comprehensive preflight inspection, prior to every flight. The preflight shall follow the PAVE (Personal, Aircraft, Environment, External Pressures) methodology. The aircraft preflight shall follow the procedures detailed in the Pilot's Operating Handbook.
13. Members shall use checklists from the Pilot's Operating Handbook for all flight conditions, including but not limited to take-off, cruise, before landing and post-landing procedures.
14. Members shall follow the recommended leaning procedure during taxi, take-off, cruise flight, and landing.
15. Members are reminded that insurance coverage is not valid if club aircraft are flown without meeting regulatory requirements and for any limitations established by the insurance company.
16. Members should obtain and become familiar with an Aircraft Flight Manual/Pilot Operating Handbook for every club aircraft flown.
17. If the member is parking the plane outdoors, for example at a distant airport, if any potential for hail is in the forecast it is the members responsibility to attempt to secure hangar space to protect the aircraft from damage.
18. Only club aircraft and equipment may be stored in the hangar. Members may not store personal property in the hangar at any time.
19. At no time shall any vehicle be parked so that it prohibits aircraft movement into or out of the hangar unless the member is in the immediate vicinity of the hangar.
20. Upon completion of a flight, the pilot shall perform a thorough post-flight inspection of the aircraft and shall:

1. Document any squawks noted before, during, or after the flight
 2. Remove all personal items and clean the cabin
 3. Remove all bugs from the windscreen, windows, and leading edges as soon as possible following a flight.
 4. Use only the provided materials for cleaning. In particular, use only Pledge and micro-fiber cloths on the windows.
21. Any unreported damage or discrepancies discovered by a member will be assumed to have been caused by the last user. Report such instances to the Maintenance Coordinator.
22. Club aircraft shall be re-fueled upon landing if you have had a flight time of more than 0.5 hobbs hours. Fuel charges may be charged to the club by using the fuel truck, or if you self-serve fuel you can deduct the charge in Flight Circle when you check the aircraft back in. Please attach a copy of the receipt in Flight Circle.
1. If you return to the airport after the fuel truck is no longer operating, you may:
 1. Fuel at the self-service fuel island
 2. If you choose to not fuel the aircraft, you must:
 1. Leave a note when you check the aircraft back in to Flight Circle that it was not fueled, and include the approximate amount of fuel currently in the aircraft.
 2. Look on the Flight Circle schedule and notify the pilot of the next flight of the current fuel status so they can plan to extended their pre-flight time appropriately.
 2. If you are planning a flight where you do not want the aircraft to be fully fueled due to weight-and-balance considerations:
 1. Leave a note on your scheduled flight in Flight Circle.
 2. Contact the pilot scheduled for the flight prior to yours.
 3. It would be advisable to also leave a note in the aircraft in case another flight gets scheduled just prior to your scheduled flight.

2.3.2 Reservation of Club Aircraft

1. Only members in good standing as defined in Article 4 of the Bylaws shall reserve club aircraft.
2. No member shall fly a club aircraft without first reserving the aircraft in the provided scheduling system.
3. Members shall reserve only the time for which they will be using the aircraft.
4. Reservations remain valid for 30-minutes after the time of the reservation. After the 30-minute period, the reservation expires.
5. If the aircraft cannot be returned at the time stated in the schedule, members are expected to make every attempt to contact any member so disadvantaged, or a Board Member.
6. If a weather delay occurs that prevents an aircraft from being returned as planned, the minimum hourly charge will be waived. Do not fly in weather that exceeds the capability of the aircraft or the pilot, and do not violate any regulations. If this occurs, contact the Financial Coordinator to ensure that you will be charged appropriately.
7. If a club aircraft becomes stranded due to weather, please contact a Board Member or Officer to discuss the situation and determine a resolution.
8. If a member is unable to keep a reservation or arrives back early from a flight, the schedule should be updated to allow the aircraft to be used by other members.

9. No more than 4 reservations may be held at one time, per member.
10. A member who utilizes club aircraft to the extent that they impede another member's ability to utilize the aircraft may have a maximum flight time limit imposed and may have scheduling limitations applied, at the discretion of the Board of Directors.

2.3.2.1 Overnight and Extended Reservations

1. Use of club aircraft for overnight trips is encouraged.
2. A minimum of 2-hours of flying time per day will be assessed.

2.3.3 Reporting Time and Expenses

1. All club aircraft shall be checked out prior to flight and checked in upon completion of the flight.
2. All flight time will be reported from the Hobbs meter in each aircraft, rounded to the next highest 1/10th of an hour. Discrepancies shall be noted when the aircraft is checked out or checked in, and brought to the attention of a Board Member.
3. The tachometer time shall be used as the basis for maintenance.
4. If the Hobbs meter is inoperative, flight time shall be estimated as tachometer time x 1.2
5. A credit card may be kept in each aircraft to purchase fuel and oil. The credit cards shall not be used for any other purpose unless pre-approved by a Board Member. All receipts should be signed and submitted to the club. If possible, attach a photo of the receipt when you Check-In the aircraft following the flight.
6. If fuel or oil is purchased using some other method of payment, a receipt must be obtained for reimbursement. To keep operating costs as low as possible, be price sensitive, and use self-serve pumps whenever possible. The maximum price of fuel that will be reimbursed is shown in Addendum B and may be adjusted as fuel rates at KBDN fluctuate. If possible, attach a photo of the receipt when you Check-In the aircraft following the flight.
7. Expense statements must be submitted to the Financial Coordinator within 5-days for reimbursement.
8. All maintenance services and activities must be pre-approved by the Maintenance Coordinator or, if not available, a Board Member, prior to having the service performed. Any maintenance performed outside of these guidelines could become the financial responsibility of the member who authorized the work. If you have any doubts, get the work done: be safe, but also be sensible.
9. All maintenance squawks should be reported at the time of discovery to the Maintenance Coordinator or a Board Member.
10. If you deem the aircraft to be not airworthy, then ground it. Contact the Maintenance Coordinator or a Board Member and contact all other club members who may be affected.
11. Check and follow the procedures for shutting down and securing the aircraft at the completion of all flights. Ensure that the master switches are off to avoid draining the battery.

2.3.4 Pilot Requirements

1. To act as PIC, a member must be current as per FAA regulations, and successfully complete a check out with a Certified Flight Instructor approved by the club, in the aircraft they intend to fly.
2. During a check out in a club aircraft, a member pilot shall demonstrate aeronautical skills to a level appropriate to the certificate held, to the satisfaction of the designated check pilot.