



150th Aero Flying Club
founded in 1960

OPERATING INSTRUCTIONS

Effective January 18, 2024

Contents

OI 1 - Applicability	2
OI 2 - Safety Obligations	2
OI 3 - Club Property	2
OI 4 - Meetings & Events	3
OI 5 - PIC Qualifications	4
OI 6 - PIC Obligations	5
OI 7 - PIC Obligations: Required Notifications	7
OI 8 - Prohibited or Restricted Operations	8
OI 9 - Night Operations	8
OI 10 - Extended or Distant Operations	9
OI 11 - Flight Instruction Operations	9
OI 12 - Scheduling	10
OI 13 - Tach Books & Dispatch Procedures	11
OI 14 - Club Aircraft	12
OI 15 - Fueling	12
OI 16 - Maintenance	13
OI 17 - Logbooks	14
OI 18 - Communications	14
OI 19 - Finances	15
OI 20 - New Members	16
OI 21 - Resignation	17
Appendix A: Definitions	18
Appendix B: Schedule of Fees and Amounts	18
Appendix C: Penalties	19

OI 1 - Applicability

1. Authorization

These Operating Instructions are binding on all Club members as authorized in Article IV Section 2 of the Constitution.

2. Distribution

Publication of these Operating Instructions on the Club website at www.150thaero.org/members-only/club-rules shall satisfy Article XVI Section 2.

3. Board Prerogatives

The Board has the right to enforce these OIs or to waive any OI.

4. Most Restrictive Interpretation

Where an OI appears in conflict with another OI or any applicable FAR or other law, the more restrictive one controls.

OI 2 - Safety Obligations

1. See Something, Say Something

Members who witness another Member conduct an operation in an unsafe manner or in violation of the law or Club policy must notify an Officer.

2. Grounded Members

Members who have been informed by an Officer that they have been “grounded” may not serve as PIC of Club aircraft until cleared by the Board.

3. Grounding an Aircraft

Members who determine that an aircraft is unairworthy or unsafe must ground that aircraft by the procedure specified in the “Club Aircraft” section.

OI 3 - Club Property

1. Loan or Lease Prohibited

No Member may loan or lease any Club property to any person or organization.

2. Possession

Members must safeguard any Club property held in their trust and must return any Club property upon request of an Officer.

3. Keys

a. Aircraft Keys

Members may sign out an aircraft key indefinitely. The key remains property of the Club and must be returned upon request of any Officer. Replacement of a lost key or failure to return a key upon request of an Officer will result in a charge.

b. MMU Gang Box Keys

The MMU Gang Box locks can be opened with the aircraft keys.

c. MMU Shed Keys

MMU shed keys are accessible in the lock boxes on the Morristown gang boxes and are not signed out to members. The lock box combinations are on the roster.

d. SMQ Hangar Keys

SMQ hangar keys are accessible in lock boxes on the hangar doors and are not signed out to Members. The lock box combinations are on the roster.

4. Powered Tow Bar

No Member may operate the Club's powered tow bar unless they have received instruction in its use from an Officer or Check Pilot.

OI 4 - Meetings & Events

1. Notification

A schedule of meetings and activities is on the club website and online at www.flightcircle.com under the heading "Club Calendar." Postings there will contain:

- a. an agenda to serve the notification requirements of Article VII Section 5 and
- b. time, location, and teleconference access, as applicable.

2. Regular Meetings

Regular Meetings are generally held at 7:30 PM on the third Thursday of each month from January to June and September to December.

3. Wash & Wax

- a. The Club holds two Wash & Wax events each year.
 - i. The Spring Wash & Wax is generally held on the last Sunday of April with a rain date six days later.
 - ii. The Fall Wash & Wax is typically held on the last Saturday of September with a rain date eight days later.
- b. Members are required to sign in and participate in both Wash & Wax events. Members who cannot participate will be charged an ILO Fee.
- c. One Member will be designated the Captain for the event. Members who are interested in this role are encouraged to discuss it with the Vice President.

OI 5 - PIC Qualifications

1. No Right to Club Aircraft

Membership in the club does not confer the right to access Club property or act as PIC.

2. Approved PIC

No person who is not a Member may act as PIC of club aircraft except that:

- a. an Approved Instructor may provide instruction to an Approved Student,
- b. maintenance personnel may fly as required to complete maintenance tasks, and
- c. an appropriately rated pilot may act as safety pilot for a Member in simulated instrument conditions.

3. Minimum Certification

No person may act as PIC of Club Aircraft unless they possess an FAA Private Pilot certificate with an Airplane Single Engine Land rating or international equivalent.

4. Initial Qualification

No Member may serve as PIC of Club aircraft, other than as safety pilot for a Member in simulated instrument conditions, unless they have:

- a. logged 100 hours of total time in an airplane including 10 hours as PIC of a Cessna 172,
- b. completed an Initial Check Flight as described in Appendix A,
- c. reviewed Club policies with an Officer or Check Pilot,
- d. confirmed that they have access to Members section of the Club website including the Constitution, Bylaws, and OIs, and
- e. returned a signed "Initial Qualification Notification" to the Vice President.

5. Recent Experience

No Member may act as PIC of Club aircraft, other than as safety pilot for a Member in simulated instrument conditions, unless they have within the past six calendar months,

- a. logged one hour and three landings as PIC of Club aircraft or
- b. completed a Check Flight approved by the Safety Officer.

6. Annual Qualification

No Member may serve as PIC of Club aircraft, other than as safety pilot for a Member in simulated instrument conditions, unless they have within the past 12 calendar months,

- a. reviewed Club rules and procedures with a Check Pilot or Officer, and
- b. met one of the following qualifications:
 - i. completed a Check Flight approved by the Safety Officer,
 - ii. satisfied the requirements of a FAR 61.56 Flight Review, or
 - iii. received a waiver of this rule from the Safety Officer on the basis of recent flight training.

7. Night Qualification

No Member may act as PIC of Club aircraft at night unless they have within the past six calendar months

- a. completed a Night Check Flight as defined by the Safety Officer, or
- b. logged at least one hour of time and three landings as PIC in Club aircraft at night.

8. Ferry Qualification

No Member may ferry Club aircraft to or from maintenance unless they have discussed the operation with the Maintenance Officer.

OI 6 - PIC Obligations

1. Use of Checklists

Members must use a checklist containing at least all of the items in the POH. Members who use custom or off-the-shelf checklists must verify that they meet this requirement.

2. Preflight

Prior to checking out an aircraft, Members must conduct a thorough preflight inspection and verify that the aircraft is not grounded and is current with respect to all required inspections and airworthiness directives. Due dates and tach times for oil changes and airworthiness directives are available on the tach book cover sheet.

3. Post Flight

After parking an aircraft, Members must ensure that:

- a. the ignition switches are off,
- b. electronics and avionics are turned off per the POH,
- c. the control lock, cowl plugs, and pitot cover are installed,
- d. sunshields are installed (April to November) if parked outside,
- e. the aircraft is tied down or, if given to the care of an FBO, chocked,
- f. the aircraft is secured with door and throttle locks,
- g. flight plans are closed, if applicable,
- h. the schedule is updated for an early return, if applicable,
- i. the aircraft interior is cleaned of papers, trash, sand, and other debris,
- j. the aircraft is refueled to the tabs if more than one tach hour has accumulated since the last refuel to the tabs, unless an exception is requested by another Member, and
- k. the Maintenance Officer is notified of any squawks or anomalies.

4. Return of Aircraft

Members who check out an aircraft acknowledge that:

- a. returning the aircraft to its home airport is their responsibility, even if the airplane cannot be flown due to required maintenance,
- b. leaving the aircraft at another airport while awaiting maintenance or for other reasons may incur substantial charges such as parking or security fees,
- c. in the event that they are unable or refuse to return the aircraft, the Board will determine the means by which it will be returned, and
- d. they will be assessed any actual costs including from (b) and (c) above.

5. Charts

Members who act as PIC must carry appropriate charts. An Electronic Flight Bag (e.g., ForeFlight) can be used to satisfy this requirement. However, Members are encouraged to carry paper charts for backup.

6. Fuel Reserves of 45 Minutes

Members who act as PIC must ensure that Club aircraft are never operated with less than 45 minutes of fuel on board. If stronger than expected winds or other factors make it unlikely that a planned destination can be reached with these reserves, the Member must divert to another airport where the aircraft can be refueled.

7. Adequate Supplies

Members who check out an airplane must ensure that appropriate supplies are available to complete a flight. For cross-country flights, this may require the Members to carry ropes and stakes to tie down the aircraft, chocks, and oil.

8. Leaning

Members who act as PIC must always operate the aircraft with the mixture leaned according to the POH. Extended operations lean of peak RPM are prohibited.

9. Monitor Engine Temperature During Climbs

Members who act as PIC must climb at an appropriate airspeed to allow sufficient engine cooling, particularly in hot weather or during extended climbs.

OI 7 - PIC Obligations: Required Notifications

1. Notification for Airworthiness Directives

Members must notify the Maintenance Officer prior to starting the engine of an aircraft with less than 10 tach hours or 10 days until the next AD comes due.

2. Notification for Oil Changes Due

Members must notify the Maintenance Officer prior to starting the engine of an aircraft with less than 10 tach hours until the next oil change comes due.

OI 8 - Prohibited or Restricted Operations

1. Members are prohibited from the following activities in Club aircraft:
 - a. flying an aircraft that is grounded or unairworthy;
 - b. taking off or landing on an unpaved surface (e.g., grass, ice, sand);
 - c. moving an aircraft on an unpaved surface, except as required to park in an appropriate parking area;
 - d. taking off, landing, or acting as PIC from the right seat unless the Member
 - i. is a CFI,
 - ii. is receiving dual instruction from a CFI,
 - iii. has logged dual instruction in operating from the right seat and is practicing for a CFI checkride, or
 - iv. has agreed to assume PIC responsibility while acting as safety pilot;
 - e. flying Club aircraft for compensation or hire;
 - f. flying Club aircraft for benefit of another organization (e.g., PALs, Young Eagles) unless the operation
 - i. has been approved by the Board, and
 - ii. is insured by the Member's or organization's insurance to the satisfaction of the Board;
 - g. flying Club aircraft in aerobatic flight or any maneuver prohibited in the Normal category except as required for a checkride for a certificate or rating;
 - h. smoking or allowing another person to smoke in or around Club aircraft;
 - i. taking off or landing at a military airport;
 - j. taking off, landing, or moving an aircraft on the ground other than at an airport;
 - k. taking off or landing at a density altitude greater than 5000' MSL or flying in mountainous areas unless they have received adequate training; and
 - l. starting an engine by turning the propeller by hand.

OI 9 - Night Operations

1. Minimum Qualification

No Member may act as PIC at night unless they possess at least a Private Pilot Certificate or international equivalent with no night limitation.

2. No Simulated Instrument Takeoffs

No Member may takeoff in simulated instrument conditions at night.

3. VFR Limitation

No Member may act as PIC at night under VFR unless they have confirmed that the entire flight can be conducted in VMC and that VMC will prevail for an additional two hours.

OI 10 - Extended or Distant Operations

1. Compliance with Local Laws

Members who operate a Club aircraft outside the 48 contiguous United States must:

- a. receive permission from the Board prior to departure,
- b. comply with all local and foreign laws applicable to the flight, and
- c. secure adequate insurance as required by the Board.

2. Special Personal Licenses

Members who require their own special license for a particular flight (e.g., radio operators license for flight in Canada) are solely responsible for obtaining the appropriate license.

3. Special Aircraft Licenses

Members who require an aircraft to have a special license (e.g., radio station license) must:

- a. request the help of the Secretary to secure such licenses well in advance of the affected flight and
- b. pay the Club in advance for any fees payable in securing such licenses.

4. Review

Prior to taking an aircraft more than 500 km from its home airport or for a duration of seven days or more, Members must discuss the planned trip with an Officer to ensure that:

- a. maintenance and airworthiness directives can be complied with, and
- b. the Member understands the risks and potential liability inherent in taking an aircraft far from its home.

OI 11 - Flight Instruction Operations

1. Approved Instructors

An Approved Instructor is an FAA certificated CFI who:

- a. is identified as an Approved Instructor on the Club roster,
- b. is authorized by the Board to offer flight instruction in Club aircraft, and
- c. either
 - i. is a Member or
 - ii. has insurance with the Club as the loss payee.

2. Check Pilot

A Check Pilot is an Approved Instructor who:

- a. is identified as a Check Pilot on the Club roster and
- b. is authorized by the Board to evaluate Member flight performance on behalf of the Club.

3. Becoming an Approved Instructor or Check Pilot

A person who wishes to become an Approved Instructor or Check Pilot must make an application to the Safety Officer, who will evaluate their qualifications and make a recommendation to the Board.

4. Approved Instructors Only

No Member may receive instruction in a Club aircraft unless the Member has verified that the Instructor is an Approved Instructor.

5. Approved Student

No person may receive flight instruction in a Club aircraft unless that person is

- a. a Member or
- b. has received permission from the Board.

OI 12 - Scheduling

1. Online Schedule

- a. The Club schedule is online at www.flightcircle.com.
- b. Accounts are managed by the Vice President.
- c. Members are responsible for their own passwords.

2. Schedule Required

No Member may check out a Club aircraft unless their name is listed as the active reservation on the schedule, except that a backup reservation will be considered active if the aircraft is available 30 minutes after another reservation becomes active.

3. [Removed]

4. Late Returns

Members who will return a Club aircraft later than scheduled shall:

- a. if the aircraft is available for the late period, enter a second reservation on the schedule to cover the late period, or
- b. if the late period conflicts with another member's reservation:
 - i. enter a backup reservation on the schedule to cover the late period,
 - ii. notify any impacted members via phone, text, or email, and
 - iii. notify an Officer via phone, text, or email.

5. No Walk-Backs

No Member may repeatedly change the start time of a reservation in a manner to effectively give themselves a private aircraft.

6. Cancellations

- a. Members who will not use an aircraft during a reserved time must cancel their reservation prior to its start.
- b. [Deleted]

- c. Members who fail to cancel an unused reservation prior to their start may be charged for the unused reservation, up to two hours per day.

7. Board Prerogative

The Board may limit the time an aircraft may be scheduled, move a Member to another aircraft, or otherwise change the schedule to maximize utilization or to schedule maintenance.

8. Long Reservations

Members who book a reservation of twelve hours or more should expect to be billed a minimum of two tach hours per calendar day touched by that reservation.

9. Schedule Restrictions

The combination of all of a Member's schedule entries, excluding entries made the same day, must satisfy the following:

- a. No more than 14 consecutive days.
- b. No more than four schedule entries.
- c. No more than one entry of more than three days.
- d. No more than two entries that include time on a Saturday or Sunday.
- e. No more than two weekends, or parts thereof.

10. Enforcement

Members must adhere to the applicable scheduling rules, even if the online schedule does not enforce them.

OI 13 - Tach Books & Dispatch Procedures

1. Location and Contents

A tach book is kept in each aircraft, containing:

- a. A cover sheet with a summary of maintenance items and airworthiness directives;
- b. A VOR check log;
- c. Tach sheets to be used in case FlightCircle is unavailable;
- d. A squawks and consumables log.

2. Obligation to Dispatch

Members who start a Club Aircraft engine must dispatch the aircraft on FlightCircle. Upon conclusion of the flight, the member must check the aircraft in. If FlightCircle malfunctions or is unavailable, the member should

- a. use the members@150thaero.org to notify other members that the aircraft is available, and
- b. complete a tach sheet for the flight.

3. Verification of Start Time

Members who start a Club Aircraft engine must verify the prior engine stop tach time. If flightcircle.com indicates a different tach time, the Member must notify the Treasurer via treasurer@150thaero.org and, if possible, document the discrepancy with a photo.

4. Split Costs

If two or more Members wish to split the costs of a flight, they are encouraged to make one entry and settle among themselves. Alternatively, the Members may use the “Split” feature of FlightCircle upon check-in.

OI 14 - Club Aircraft

1. No Special Use Restrictions

Each aircraft is substantially similar, and no aircraft is reserved or prioritized for a particular type of operation (e.g., student priority or cross country).

2. Grounding

- a. Members who suspect an unairworthy or unsafe condition exists with an aircraft must ground that aircraft by:
 - i. Complete a tach sheet, writing the word “GROUNDED” and a description of the condition in the “Post-Flight Comments” section,
 - ii. placing a note stating that the aircraft is grounded in a prominent place in the cabin visible from the left pilot seat, and
 - iii. notifying
 1. the Maintenance Officer and Assistant Maintenance Officer via maintenance@150thaero.org and
 2. any other Member who has the aircraft scheduled that day.
- b. When a Maintenance Officer is made aware that an aircraft is grounded, they must:
 - i. update the schedule with a maintenance reservation, including the word “GROUNDED” and a reason in the Public Notes section, for a duration estimated to be sufficient to have the condition investigated and resolved, and
 - ii. enter a discrepancy for the aircraft in FlightCircle.
- c. A Maintenance Officer shall unground an aircraft and return it to service, if they determine that operation is safe or the offending condition is cleared, by:
 - i. updating the schedule to end the maintenance reservation
 - ii. indicating that the discrepancy is resolved in FlightCircle.

3. Home Airport

Each aircraft has a home airport, which is indicated on the online schedule. From time to time, aircraft may switch home airports due to maintenance, temporary flight restrictions, or other reasons. FlightCircle does not automatically update a reservation with the correct location when an aircraft’s location is updated. Members must check the schedule prior to flight to confirm the aircraft’s location

OI 15 - Fueling

1. Preferred Providers

Fuel purchased at MMU or SMQ must be from one of the following preferred providers unless they have no fuel available.

Airport	Provider	Phone	UNICOM
MMU	Atlantic Aviation	973-401-1900	131.575
SMQ	Somerset Air Service	908-722-2444	123.0

2. Away from Home

Members are encouraged to consider fuel prices when choosing an FBO or planning fuel stops. Fuel purchased from non-preferred providers should be paid directly by the Member, and the Member should save the receipt.

3. Stay With Aircraft

If possible, Members who order fuel should stay with the aircraft during refueling.

4. Self-Service

When fueling, Members should use all available grounding and safety equipment.

5. Top-Off

Unless an exception is requested by another Member, Members who conclude a flight with 1.0 tach hour or more since the last refueling must refuel the aircraft to the tabs.

01 16 - Maintenance

1. Members' Purchases

Members may purchase equipment required for safe flight provided

- they receive permission from an Officer, or
- total cost is less than \$200.

2. Preventive Maintenance

No Member may perform any preventive maintenance (e.g., oil changes, tires, bulbs) on an aircraft unless authorized by the Maintenance Officer, even if permitted by the FARs.

3. Oil

Members must ensure that an appropriate amount of oil is installed and may add oil as required up to any level allowable in the POH and appropriate to the planned operation. When oil is added, an entry should be made in the aircraft's Squawks and Consumables log.

The Club provides the appropriate grade of oil in the Gang Boxes and Hangars. If members must purchase oil from an FBO they must ensure it is the appropriate grade. If there is any doubt, members must contact a Maintenance Officer to confirm.

Refillable empty oil bottles should be placed in the hangar or gang box. Disposable bottles should be discarded.

4. Tire Pressure

Members must not move an aircraft with tire pressure lower than specified in the POH.

- a. **At Morristown**, a nitrogen container is available in a West Tie Down storage box. Instructions are available in the box. If the container is missing or empty, Signature may be able to help.
- b. **At Somerset**, a nitrogen container is available in one of the hangars. Instructions are posted near the container. If the container is missing or empty, Somerset Air Service may be able to help.
- c. **At other airports**, contact the FBO for assistance.

OI 17 - Logbooks

1. Value

Members must understand that much of the Club aircrafts' value is tied up in the availability and quality of the airframe and engine logbooks.

2. Availability

Members may access the aircraft logbooks by making arrangements with a Maintenance Officer well in advance of the time it is needed.

3. No Fly

Members must not transport airframe or engine logbooks in Club aircraft unless approved by a Maintenance Officer.

4. Members' Custody

Members who take custody of a logbook must ensure that it is returned to the safe as soon as practicable.

5. No Modifications

No Member may modify an aircraft logbook without permission from a Maintenance Officer.

6. [Deleted]

OI 18 - Communications

1. Official Notices

The Board will post official notices to Membership via the members@ mailing list and using the Messages feature of FlightCircle.

2. Members@150thaero.org

- a. The Secretary manages the members@ mailing list.
- b. Each Member is encouraged to receive mail from the mailing list.
- c. Any Member can send an email to the members@ mailing list. Members should avoid using "Reply to All" and in all cases use discretion to avoid spamming the other members.

3. Receiving Schedule Notifications

Members may use the Settings > Notifications feature of FlightCircle to select which email notifications will receive.

4. Sending Email from Scheduler

Members may post messages to another Member or a group of Members through FlightCircle. However, this practice is discouraged.

5. Email Contact List

The following @150thaero.org email aliases are established to facilitate Club-related communications.

Alias	Recipient(s)
members@	All signed-up Members
board@	All Officers
president@	The President
vicepresident@	The Vice President
treasurer@	The Treasurer and Assistant Treasurer
maintenance@	The Maintenance Officer and Assistant Maintenance Officer
safety@	The Club Safety Officer
secretary@	The Secretary

OI 19 - Finances

1. Schedule of Fees and Amounts

The amounts for the dues, fees, and other charges in these OIs can be found in [Appendix B](#): Schedule of Fees and Amounts.

2. Dues

Monthly dues are billed in advance on the first day of each month.

3. Incident / Damage Fund

In the event of an expenditure from this fund due to damage to club property that brings the Incident/Damage Fund below the required MINIMUM, each Member will be assessed an equal amount to restore the fund to its target MINIMUM level specified in [Appendix B](#): Schedule of Fees and Amounts.

4. Aircraft Utilization Charges

Aircraft utilization is charged at a tach rate and includes fuel and oil.

5. Scheduling Charges

There is no charge for reserving an aircraft.

6. Payments

Members must pay their bills on time by a means specified on their bill.

7. Credit

Members who wish to be reimbursed for an expense incurred on behalf of the Club must email a scan of the receipt within 60 days to treasurer@150thaero.org. The receipt must show:

- a. the name of payee,
- b. the date of expense,
- c. the tail number of the aircraft affected, if a specific aircraft,
- d. a description of the purchase,
- e. for fuel:
 - i. the price per gallon,
 - ii. the number of gallons,
 - iii. if purchased in New Jersey, an itemization showing the fuel tax paid.

8. In Lieu Of (ILO) Fees

- a. Members who cannot attend a mandatory event will be charged a fee in lieu of attendance (ILO fee), generally equal to one month's dues.
- b. Members may appeal to an officer for an alternative task to complete in lieu of participation. Upon notice that the task has been satisfactorily completed, the Treasurer will credit the Member.

9. Other-Party Fees

Members must pay any landing or other fees directly to the appropriate airport, FBO, or other party. When the Treasurer receives a bill and must find the responsible Member, that Member will be charged a convenience fee.

10. Interest Charge

Members will be charged interest of 1.5% per month for outstanding balances aged two months or more.

OI 20 - New Members

1. Number of Members

The Board has established a target of 80 regular members. Family Members and Honorary Members are not counted.

2. Application Process

A person who wants to become a Member must submit an online application per the instructions on the Club website.

3. Waitlist

The Vice President shall maintain a waitlist of prospective members. Time on the waitlist does not confer prioritization for consideration or admittance. Returning members will typically be considered before other prospects. However, each prospective member is considered on their own merit and fit for the Club as determined by the Board.

4. No Finder's Fee

The Club is not presently offering any finder's fee for recruiting new Members.

5. Initiation Fees

Prior to being admitted as a Member, prospects who are offered membership must pay:

- a. a nonrefundable initiation fee, except that the Board may waive the initiation fee upon request of a returning member,
- b. a nonrefundable initial incident/damage fund contribution, and
- c. a bond share.

6. Probation

In consideration for membership in the Club, new Members agree to waive the right to appeal an act of expulsion by the Board for any reason for a period of one year.

OI 21 - Resignation

1. Resignation Procedure

Members who wish to resign from the Club must notify the Vice President in writing or via email. The Vice President will arrange for the return of Club property. Once all Club property is returned, or upon notice that it is lost, the Vice President will arrange for the return of the bond share net of any outstanding obligations. The person will continue to be a Member until they receive confirmation from the Vice President that they have been removed.

2. Leave

The Club does not offer a suspended membership. To discontinue the accrual of dues, a Member must resign from the Club. When they wish to re-join, they *may* be given priority over other prospective members and have their initiation fees waived.

Appendix A: Definitions

- **PIC** - Pilot in Command, as defined in FAR 1.1
- **Night** - Night time as specified in FAR 91.209

Appendix B: Schedule of Fees and Amounts

Category	Amount
Monthly Dues	\$95
ILO Fee	\$95
Engine Time, first Tach Hour or Part Thereof	\$155
Engine Time, each additional Tach Hour	\$155
Lost Key	\$100
New Member Initiation Fee	\$700
New Member Incident/Damage Fund Initial Contribution	\$500
Bond Share	\$2,400
Treasurer's Convenience Fee	\$10
Incident / Damage Fund	SEE BELOW
<p>The Incident / Damage Fund shall be funded via an annual assessment to each member (excluding honorary and family members) in an amount determined by the Board. The Board shall determine the amount of the Incident / Damage Fund assessment in January of each year and post the assessment to members' February invoices. This annual assessment may be imposed without further membership vote; however, it shall not exceed \$500 per year.</p> <p>The Incident / Damage Fund shall be funded to following minimums:</p> <ol style="list-style-type: none"> in Calendar year 2024 a minimum of \$25,000; in Calendar year 2025 and beyond - a MINIMUM of \$50,000. <p>The Treasurer shall deposit the proceeds from this annual assessment into the same or separate bank account, at the Treasurer's discretion, provided that the funds are is itemized separately by the Treasurer as belonging to the "Incident / Damage Fund."</p> <p>If the annual assessment would cause the balance of the Incident / Damage Fund to exceed \$50,000, the Board may, but is not required to, suspend the annual assessment, taking into account such factors as self-insurance, market factors, and/or other considerations. Moreover, at any time after 2025, the Board may use funds in the "Incident/Damage Fund" exceeding the \$50,000 minimum to make fleet improvements, including, but not limited to avionics upgrades, interior renewals/upgrades, paint, or other fleet improvements, with a membership vote upon proper notice. However, in no event shall such improvement expenditure be permitted to cause the fund to fall below the \$50,000 minimum or to have insufficient funds to self-insure against hull damage, if any club aircraft are self-insured.</p>	

Appendix C: Penalties

The following schedule lists the standard penalties for violations of Club rules. Publication of this schedule does not diminish the Board's discretion in assessing penalties.

OI#		Grounding	Fine in Tach Hours
8.1	Overflying an AD	1 month	1.0 per hour or part thereof flown past due plus cost to restore airworthiness
7.1	Failure to notify for AD	n/a	0.5 per hour flown into notice period
12.6	Failure to cancel	n/a	Half of the duration of the original reservation but no more than 2 per day or part thereof