

# **EVV Pilot's Club**

## **Rules and Operating Procedures**

Approved 8-25-14

Members of the EVV Pilot's Club (Club) are required to comply with all Federal Aviation Regulations, state, airport, and Club rules while operating Club aircraft. The Pilot in Command (PIC) of Club owned or leased aircraft, with the exception of a Club approved flight instructor, will be a member in good standing of the EVV Pilot's Club.

### **General flight rules**

1. The PIC must perform a thorough preflight inspection of the aircraft as specified in the Pilots Operating Handbook (POH) including a visual inspection of the fuel quantity prior to each flight. Any damage or discrepancies shall be reported to the Club Maintenance Officer. If a discrepancy is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by the Maintenance Officer.
2. All aircraft limitation as specified in the POH shall be observed. Aerobatic maneuvers are prohibited.
3. A flight plan or the use of flight following will be utilized on all flights more than fifty (50) nm from the departure airport. If flight following is not available a FAA flight plan must be filed. All flights will be conducted within the contiguous 48 states.
4. Each PIC must have flown and successfully completed a check ride with a FAA certificated and Club approved flight instructor within the preceding twelve (12) calendar months. If the PIC is qualified to fly more than one (1) club aircraft the check ride must be accomplished in the higher performing aircraft. If the PIC is instrument rated the check ride will include the requirements of an instrument proficiency check. The instrument rated PIC may opt out of the instrument proficiency check requirement portion of the check ride but will then be limited to VFR flight only in Club aircraft.
5. All take off and landings will be conducted at FAA approved airports. In the event of an off field or emergency landing the Club Maintenance Officer will be notified and the airplane inspected by an A & P mechanic prior to being flown.
6. VFR flight minimums for flights more than twenty five (25) nm from the departure airport will be
  - A. Day, 2500 foot ceiling and five (5) sm visibility
  - B. Night, 4000 foot ceiling and five (5) sm visibility
7. Minimum flight experience requirements for flights in all Club aircraft will be determined by the current aviation insurance policies. However, the Club Safety Officer in conjunction with the board may establish flight experience requirements that are more stringent if deemed appropriate.

8. Any and all flight instruction given in Club aircraft will be given by a FAA certificated and Club approved flight instructor. To qualify as a Club approved instructor the instructor must be approved by the Club Safety Officer and by a majority vote of the Board of Directors.
9. At the completion of any flight it is the responsibility of the PIC to insure the interior cleanliness of the airplane. Refueling of the aircraft should be accomplished unless prior arrangements are made.
10. No club member may perform or cause to have performed any maintenance on Club aircraft unless the Club Maintenance Officer first approves it.
11. If a Club aircraft is damaged in any way during a rental, the renting Member is responsible for all damage to the aircraft, from whatever cause, except to the extent paid by applicable insurance policies.

### **Flight Scheduling**

1. The Club uses a scheduling program. Club aircraft may not be flown without a reservation. Reservations must be cancelled immediately if the member is unable to utilize the reservation.
2. Reservations for Club aircraft cannot be made more than 30 days in advance. Members may schedule up to three separate reservations at any time. Members are expected to return Club aircraft to KEVV on time.
3. Members may not schedule an aircraft for more than seven consecutive days without the approval of the Club Board of Directors. For reservations with a duration longer than two days, a .5 hour minimum daily charge will be assessed.
4. The Club Board of Directors may periodically review Club aircraft utilization to ensure that no members unreasonably limit aircraft access for other members.

### **Aircraft Charges and Billing**

1. Monthly dues are charged to each member whether or not the member made any use of the Club services or aircraft during the month. There is no prorating of dues. All members are required to have a valid credit card on file for all dues and flying charges. All flight charges are due and payable upon the completion of the flight. All members must authorize auto payment on the credit card on file. In the event a credit card charge is declined, a member will be considered past due and may be subject to membership limitations such as suspension of Club flight and scheduling privileges if not remedied within 5 days

2. Each member is required to record aircraft usage in the airplane log. The entry must include the member's name, aircraft tail number, date, and beginning and ending Hobbs readings. When entering ending time, if the lowest meter digit has begun to move, the next higher number is to be used. If a member encounters a discrepancy between the previous log entry and the current Hobbs or tachometer reading, it must be reported to the Scheduling Officer prior to engine start. If the discrepancy is not reported prior to engine start, the member may be charged for the entire time.
3. It is the member's responsibility to provide original receipts for gas and oil charges paid directly by the member. Fuel reimbursement will be paid at the Club's negotiated rate, which may change from time to time. The Club member's name and aircraft tail number must be clearly written on all receipts. No credit shall be given for receipts submitted more than 30 days after the rental period.

### **Miscellaneous**

1. Prospective Club members will submit an application and deposit to the Board of Directors who shall have sole authority to accept or deny membership.
2. The board of directors shall determine different classes of membership from time to time to facilitate the continued operation and financial stability of the Club. The classes of membership will allow members access to different aircraft based on the levels of dues and deposits. If a member in good standing resigns from the club, the Board of Directors may fully refund the member's deposit if: a) it will not jeopardize the health of the club and b) a new member is accepted into the same class of membership.
3. A violation of any of the Club's rules by a member renders him liable for a temporary flight suspension. Repeated violations can result in the Board of Directors expelling the member from the Club.
4. The Board of Directors, in its sole discretion, can modify this document from time to time, as it deems necessary.