

# Titusville Flying Club, Inc.

## Titusville, FL

### BYLAWS

Rev. May 22, 2017

#### ARTICLE I – PURPOSE

1. Titusville Flying Club, Inc., hereinafter referred to as the “Club” or by name, is a Florida Non-Profit Corporation organized for the purpose of providing low cost access to club aircraft for use in the club members’ personal, recreational and instructional flying. The mission of the club is to promote camaraderie and fellowship of pilots and to provide well-maintained, reliable aircraft for its members’ use at a reasonable cost. The following are the purposes for which the club has been organized:
  - a. To provide for its members a convenient means for private flying and for the improvement and maintenance of their flying skills at reasonable rates.
  - b. To encourage and promote careful and skillful operation of aircraft.
  - c. To encourage and promote education relating to the use of aircraft and aeronautical facilities.
  - d. To engage in any other lawful purpose or purposes, not for pecuniary profit, for the betterment of the club and the local community.

#### ARTICLE II – OFFICERS

1. The Board of Directors, hereinafter referred to as the Board, shall consist of a President, Vice-President, Secretary, and Treasurer. These officers are elected annually at the Organizational Meeting to represent the interests of the club membership. The term of office for the Board begins immediately upon election and runs until the next election. The Board of Directors will appoint additional club members to serve as Maintenance Officer/Aircraft Owner and Safety Officer/Chief Pilot. Other positions may be added at the discretion of the Board of Directors. Appointees to these positions serve as long as they are willing to perform the duties of the position and remain a member in good standing.
2. The duties of each office are as follows:
  - a. President: The President shall preside at all meetings and be responsible for the conduct of all Club activities. The President is the chief executive officer of the Club. The President shall also have signature authority on all Club accounts and shall assume the function of the Treasurer in the event that the Treasurer is absent or incapacitated.
  - b. Vice President: The Vice President shall assume the duties of the President in the absence, incapacity or resignation of the President, as well as any other duties assigned by the Board.
  - c. Secretary: The Secretary shall take the minutes of all meetings and insure the officers receive a copy within 3 business days of the meeting. The Secretary will be the custodian of the corporate records in accordance with the provisions of these Bylaws and in general perform all duties incident to the office of Secretary. The Secretary will also manage the Club website where meeting minutes and other club communications will be posted for member access.

- d. Treasurer: The Treasurer is responsible for all financial matters of the Club. The Treasurer shall maintain all accounts as are appropriate for the club. All disbursements shall be made through a club checking account whenever possible. The Treasurer shall prepare and submit a balance sheet and income/expense statement for the fiscal year and budget for the coming fiscal year for the review and approval by the Membership at the Organizational meeting.
- e. Maintenance Officer/Aircraft Owners – The Owners of rental aircraft will automatically be officers in the club since they are responsible for the maintenance of their aircraft and have a vested concern that members are taking appropriate care of their equipment. The Maintenance officer will respond to squawks entered against their aircraft by either repairing the discrepancy or by entering sufficiently detailed information in the response to a squawk that remains open for a member to determine the flight worthiness of the aircraft.
- f. Safety Officer/Chief Pilot – The Safety Officer is responsible for recommending safe operating and flying procedures for the club, as well as overseeing their implementation as appropriate. The Safety Officer shall be responsible for dissemination of appropriate training and flying information to the Members. The Safety Officer is also designated the Club Chief Pilot.

### **ARTICLE III – MEMBERSHIP**

1. All membership applicants shall provide a completed membership application to the Board for consideration as a Club Member and shall also provide such other documents as requested consistent with the individual's airmen certificate as well as pay the initiation fee and first month's dues. An applicant shall be granted membership only upon the consent of 2 members of the Board.
  - a. The initiation fee and first month's dues are non-refundable for applicants who are accepted for membership.
  - b. The initiation fee and first month's dues for applicants who are not approved by the Board will be refunded to the applicant within 30 days of their application.
2. The club will not disclose member's or applicant's personal information to outside parties except as required by law, in the due course of business (such as for insurance purposes), or as necessary in the interest of safety. Members are not to disclose the club roster to outside parties or use the roster for any commercial purpose, without prior permission of the board.
3. Any member may resign by submitting a written resignation to a current member of the Board of Directors. Such resignation shall not relieve the member of the obligations to pay dues, assessment or other charges theretofore accrued and unpaid.
4. Membership in the Club is a voluntary privilege. Membership in the club is provisional and may be terminated by three-fourths (3/4) vote of the Board of Directors, it is determined the member has violated club policy and procedures or if the member is delinquent in their payment of dues or flying hour charges. The member being considered for dismissal will be notified of the reason for the action and have the opportunity to address the board prior to the vote if desired. Any member whose membership in the club is terminated shall have no recourse against the Club, any member, or any officer of the club.

## ARTICLE IV – CLASSIFICATIONS OF MEMBERSHIP

1. Club membership classifications are as follows:
  - a. **Active Members:** Active members are members that are granted all rights and privileges of the club. Active members in good standing are entitled to hold office and to vote on all issues brought before the membership of the club. Active members in good standing are entitled to schedule and operate club aircraft consistent with their flying hours, airmen certificate, and medical certificate.
  - b. **Inactive Members:** An existing member who wishes to retain membership in the club but is not able or does not desire to fly may retain membership as an inactive member by request in writing to an active member of the Board. Inactive membership is intended for members who have become, or anticipate becoming, physically, mentally, legally, financially or geographically unable to fly with the club and anticipate being so for at least 6 months. Inactive membership is not intended for members who simply do not like to fly in hot weather as the clubs fixed expenses covered by member's dues knows no season. An inactive member may apply for reinstatement to active status by submitting a written request to an active board member. If reinstatement is to occur before the 6 months has expired then all dues, fees or penalties as may be required by the Board must be paid prior to reinstatement. Monthly dues for inactive members may be set at a reduced rate as deemed appropriate by the Board. Inactive members may not fly as PIC in Club Aircraft nor vote in club elections.
  - c. **Social Members:** Social members are those individuals who enjoy the benefits of socializing with pilots and attending aviation related events but who do not wish to fly as pilots in club aircraft. Membership fees for social members are set at a reduced rates.
  - d. **Member in Good Standing:** Member in Good Standing means the member is current in the payment of monthly dues and reimbursement for flying time. The Board is authorized to waive the payment of dues for individuals who devote substantial time or resources to club affairs.
2. Club Obligations: Members may not cause the Club to incur any obligation for maintenance or other services, nor aircraft or equipment, without prior approval of a current member of the Board.
3. Social Events: all members in good standing, regardless of classification, may attend all social events and club meetings.

## ARTICLE V– MEETINGS

1. Organizational: The Board of Directors shall be elected at the Organizational meeting, which shall be held annually during the month of July. A quorum at any membership meeting shall be the members present. Notice of any organizational meeting shall be sent to the members last known email address. The monthly newsletter may also be used to give notice to members. Members are responsible for keeping the Club secretary advised of any changes in their contact information.
2. General Club Meetings: The Board of Directors will schedule general membership meetings as required for the purpose of information sharing among club members and club officers. These meetings will also be used to disseminate current information on topics deemed appropriate by club officers such as flying safety, training, and aircraft maintenance status. These meetings may also coincide with club social events.

## **ARTICLE VI- ELECTIONS**

1. The election of the Board of Directors shall be held at the Organizational meeting each year in the month of July. All nominations will be closed prior to the call to vote. All Active Members and Officers shall have one vote.
2. At the Organizational meeting, the membership may submit nominations for the positions to be filled. In the event there are insufficient nominations for open positions, the President may appoint a nominating committee of three members to present a slate to the membership.
3. All uncontested offices may be confirmed by acclamation by a majority of members present entitled to vote. Contested offices will be decided upon by a written ballot.
4. Any member entitled to vote and unable to attend the election meeting may designate another voting member as a proxy. All proxies shall be designated and announced as such prior to the call to vote.
5. In the event that any elected officer resigns, is incapacitated or is otherwise unwilling or unable to continue their duties:
  - a. The position may be left vacant with its duties reassigned by the President; or
  - b. The Board may appoint a replacement for that position for the unexpired portion of their term by majority vote of the remaining Board officers.
6. Any officer or board member may be removed from office by majority vote of the membership or by a unanimous vote of the remaining board members.

## **ARTICLE VII – DETERMINATION OF DUES AND AIRCRAFT FLIGHT TIME HOURLY RATES**

Monthly dues shall be computed on a not-for-profit basis so as to cover anticipated fixed expenses related to club business.

1. Flight time hourly rates are set in the cooperative agreement negotiated with the aircraft provider. This rates will be fixed for the period of the agreement.

## **ARTICLE VIII – USE OF CLUB AIRCRAFT BY CLUB MEMBERS WHO HOLD STUDENT PILOT CERTIFICATES**

1. A Titusville Flying Club Member who is a pre-solo student pilot and is receiving flight instruction from a club member who is a properly certified flight instructor (CFI) shall be directly supervised (CFI physically present) during all phases of flight while the pre-solo pilot is in a club aircraft.
2. A Titusville Flying Club Member who is a post-solo student pilot and is receiving flight instruction from a club member who is a properly certified flight instructor (CFI) shall be indirectly supervised (CFI not required to be physically present) during all phases of flight while the student is piloting a club aircraft. This does not exclude a CFI from flying with a post-solo student.

3. The following Parts of US Title 14 FAR apply in full to this clause:
- |           |                     |                                  |
|-----------|---------------------|----------------------------------|
| Subpart C | Student Pilots      | 61.81 thru and including 61.95   |
| Subpart D | Recreational Pilots | 61.96 thru and including 61.101  |
| Subpart E | Private Pilots      | 61.102 thru and including 61.117 |
| Subpart J | Sport Pilots        | 61.301 thru and including 61.327 |

**ARTICLE VIII –AMMENDMENTS TO THE BYLAWS**

1. The power to alter or amend these Bylaws is vested in the Board of Directors. Such action must be taken pursuant to a resolution approved by three-fourths (3/4) of the Board.

**Certification of Adoption**

*I hereby certify that the foregoing Bylaws were duly adopted pursuant to an Organizational Action taken by the Board of Directors of Titusville Flying Club, Inc. effective the 26<sup>th</sup> day of August 2016.*

<Signed>  
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 President

<Signed>  
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 Vice-President

<Signed>  
 \_\_\_\_\_  
 Treasurer

<Signed>  
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 Secretary