

**BOWMAN EAGLES**  
**BOWMAN FIELD**  
**LOUISVILLE, KENTUCKY 40205**  
**1/12/09**

**RULES AND REGULATIONS**

**MEMBERSHIP**

NEW MEMBER INITIATION: To become a member of BOWMAN EAGLES a person must fill out an Application, pay in advance the initiation fee, and be approved by the Executive Committee. The Executive Committee at it's own discretion may request an interview with the applicant prior to approval. To become a Member, in addition to the above, a person must complete an Insurance information Form acceptable to the insurance company. Conditions set forth by the insurance company must be met, plus a Check Ride, before a member is allowed to pilot a Corporation airplane.

MEMBER CLASSIFICATIONS

1. **MEMBER**: These are members who have met the qualifications for membership which include having paid the initiation fee and having a minimum of a Private Pilot Certificate. There are two classifications: Flying and Non-Flying. Flying members have flying privileges and are covered by the Club's insurance policy. These members pay the full monthly dues. Non-Flying members pay the initiation fee and reduced monthly dues. Non-Flying members may be elected to the Board and have all the privileges of Flying members except they cannot schedule a plane nor act as pilot in command. Non-Flying members may fly with a Flying member but not as pilot in command and are considered for insurance purposes to be a passenger. Non-Flying members may share the hourly cost of the flight time. Non-Flying members may not take flight instruction including instruction for the purpose of receiving any flight endorsement or rating including a tail wheel endorsement. Non-Flying members will be given priority over prospective members in becoming Flying members. Non-Flying members must notify the Secretary if and when they wish to become a Flying member at which time they will be placed on the active waiting list.

2. **AUXILIARY FLIGHT INSTRUCTOR**: To become an Auxiliary Flight Instructor, the applicant must be a holder of a current CFI or CFII license, must complete a membership application, must be approved by three Board members, must be approved by the Board, and be checked out in all Corporation plane types by the Corporation Chief Flight Instructor. The purpose of having Auxiliary Flight Instructors is to assist the Corporation's member instructors in providing currency check rides and flight instruction. The Corporation privileges extended to an Auxiliary Flight Instructor are limited to providing flight instruction in Corporation planes to members. The Auxiliary Flight Instructor may not use the Corporation

planes for personal business or pleasure and cannot be elected to the Board or be appointed as an Officer. The Corporation waives the Initiation Fee and Monthly Dues for Auxiliary Flight Instructors.

CURRENCY: In addition to FAR 61.57 pilot currency requirements, each member is cleared to operate a Corporate aircraft ONLY if he/she has been checked out in the aircraft they intend to fly by a Corporate Flight Instructor within the preceding three months. Also, if a member intends to fly from the rear seat, he/she must be checked out to fly from both seats.

DUES AND FEES

1. INITIATION FEE: A non-refundable Initiation Fee of \$200 will be charged to each new Member.

2. MONTHLY DUES: Each Flying Member shall be charged Monthly Dues of \$60.00. Each Non-Flying member shall be charged \$30.00. These dues are primarily to be used for financing the Corporation plane(s) and expenses of hangar, insurance, and scheduling. Dues may be waived or reduced by the Board for certain members for specific reasons.

3. HOURLY PLANE RATES:

<u>AIRCRAFT</u>	<u>MAKE</u>	<u>MODEL</u>	<u>WET</u>
N2275D	CESSNA	170B	\$80
N9039L	CITABRIA	7ECA	\$55

Hourly plane rates are designed to cover estimated expenses of maintenance, fuel, oil, engine overhaul reserve and a portion of the fixed expenses.

4. LATE FEE: A late fee of 5%, will be charged on all accounts not paid by the 15th of the month following the date of the statement.

5. PAYMENT OF MEMBERSHIP ACCOUNTS: All payments for the full amount due are due by the first Tuesday (meeting date) of the following month and will be considered late if not received by the 15<sup>th</sup> day of the month. The billing period is for a calendar month.

6. CREDITS: Credit will be given to a member's account for the following purchases:

1. All oil purchased for Corporation aircraft.
2. Actual expense for merchandise or services as approved by the Board.
3. Necessary repairs made away from home base (Bowman) as approved by an Officer of the Corporation.
4. Fuel purchased when Corporation credit card is not accepted.

7. PAST DUE ACCOUNTS: Members with past due accounts are prohibited from using Corporation aircraft, and as necessary the Treasurer will prepare a Past Due Accounts List for presentation to the Board of Directors for appropriate action.

8. PAYMENTS/CORRESPONDENCES: All payments, insurance forms, address changes, initiation fees, and other items must be mailed to:

BOWMAN EAGLES  
Joy Jeffries, Treasurer  
7201 Meadow Ridge Dr.  
Louisville, KY 40218

## TERMINATION AND REINSTATEMENT OF MEMBERSHIP

1. MEMBERSHIP REVIEW: All memberships will be reviewed on a quarterly, or other basis, as determined by the Board of Directors. Items such as, but not limited to, the following will be reviewed: timely payment of account, operating procedure compliance, rules and regulation compliance, and safety records. Any Member found to be negligent, or in violation of the above, or any member whose conduct is deemed to be disruptive to the Corporation, will be invited to leave the Corporation, or will be subject to expulsion as provided for in the by-laws.

2. VOLUNTARY TERMINATION: A Member wishing to drop out of the Corporation permanently or temporarily will be governed by the following rules:

a. Inactive status will become effective when the Treasurer receives written notice from the member stating his/her intentions (permanent or temporary termination). All Corporation aircraft and hangar keys must be turned in with the notice. Dues and fees will continue to accrue until these items are received.

b. Late fees will continue to be charged as long as there is an unpaid balance.

c. Dues will be charged for the last month in which the member flew, or when proper notice is received, which ever occurs last.

3. INVOLUNTARY TERMINATION: Any person's membership may be terminated, with or without cause, by a majority vote of the Board of Directors. Termination shall become effective immediately after said affirmative vote, and a person so terminated shall be prohibited from use of the Corporation's facilities and equipment.

4. REACTIVATION: To reactivate a membership, the former member must have left the Corporation in good standing and must:

a. Pay or have paid all accounts owed to the Corporation.

b. Complete an application form, secure the signatures of three Board Members and then be approved by the board.

c. Pay the then existing initiation fee.

Note: The Board may consider any extenuating circumstances and adjust the initiation fee accordingly.

## AIRCRAFT SCHEDULING

1. AIRCRAFT SCHEDULING: Each member is responsible for scheduling and unscheduling Corporation aircraft. A telephone and on-line aircraft scheduling system will be used for proprietary use by the members. Only members currently cleared to fly the Corporation aircraft will be allowed access to the scheduling system.

When scheduling a Corporation plane, members should be considerate of other members who may wish to schedule the plane. A member should schedule the plane only for the time desired, not an entire day if he/she only intends to fly for a portion of that day.

2. MINIMUM AIRCRAFT USAGE: For overnight trips, the Board of Directors suggests a minimum usage of 2 hours per day on week days, and 3 hours per day on weekends.

## AIRCRAFT

1. AIRCRAFT TACH SHEETS: Tach sheets must be filled out completely after each flight, including the signature of the member. the tachometer and Hobbs (if aircraft is so equipped) reading(s) should be verified before beginning a flight and recorded after the flight.

2. SQUAWK SHEETS: Members should use the aircraft squawk sheets for notations concerning maintenance, safety, violations of policy or operating procedures. After making notations concerning safety or maintenance, members are to make an effort to contact the Maintenance Officer.

The squawk sheets are the only way to insure proper communication between members. Appropriate remarks should be made by members prior to and after flights making any notations which might be helpful to other members.

3. REPAIRS MADE AWAY FROM HOME BASE: Unless otherwise approved, maintenance or repairs made to Corporate aircraft while away from home base will have a \$250 maximum limit, and all such work must be properly recorded in the aircraft engine/air frame logs. If “away from home” repairs will be more than \$250 the member should make every effort to contact the Maintenance Officer before authorizing in excess of that amount.

4. POST FLIGHT: After each flight members should leave the aircraft clean and fresh.

5. SAFETY BOARD: A Safety Board consisting of five members will be appointed by the Executive Committee to investigate each incident resulting in damage to a Club aircraft. The Safety Board will not include the member involved in the incident nor more than three from the Board of Directors. The Safety Board will report its findings and recommendation for damage assessment to the Board of Directors.

6. DAMAGE ASSESSMENT: A specially appointed Safety Board will investigate any damage to a Club aircraft. In the case of any accident the involved member must immediately notify a member of the Executive Committee before any action is taken. The Safety Board will

recommend the amount to be charged to the involved member which will not exceed \$1250. The “involved member” is the one who scheduled the plane. If a member is receiving instruction from a CFI at the time of the incident, the member, not the CFI, will be considered the member involved.

7. NO SMOKING: Smoking is not allowed in any Corporate aircraft nor in the hangar.

8. KEYS: Keys to the hangar and aircraft will be issued to all Members plus to any others approved by the Board. The Treasurer will maintain appropriate records of all keys.

9. GATE CARDS: A refundable deposit of \$25 may be charged for a gate card giving access to the hangar areas.

10. INSURANCE: The Corporate aircraft are insured by AVEMCO with the member owners named on the policy. Aircraft use is restricted to members of the Bowman Eagles. Bowman Eagles carries liability and property damage insurance. Hull coverage on the Club's planes is not carried."

### FLIGHT INSTRUCTION

To act as flight instructor in any Corporate plane, a Member or Auxiliary Flight Instructor must:

1. Be a holder of a current CFI or CFII certificate.
2. Be checked out and signed off by the Corporation's Chief Flight Instructor to instruct in corporate planes..
3. Meet the minimum flight requirements as established in the applicable insurance policy relative to the plane in which the Instructor wishes to give instructions.

Flight instruction in Corporate planes may be given only to members and then only by a CFI approved to instruct by the Chief Flight instructor.

### GENERAL FLIGHT AND COURTESY RULES

1. Good judgment and common courtesy is expected from all members.
2. All flights must be scheduled via ScheduleMaster. if after scheduling a plane a member changes his flight plans, he should change his schedule on ScheduleMaster. Also if he returns before the end of his scheduled flight time, he should cancel his remaining scheduled time as soon as possible.
3. If to your knowledge no one has scheduled the plane you still must schedule it before flying.
4. Flying at night is discouraged and a member must have special approval

from the Chief Flight Instructor before doing so. Night is defined as from 30 minutes after official sunset to 30 minutes before official sunrise.

5. After a flight the pilot is expected to "debug" and otherwise clean up the plane.

6. After a flight the pilot should not leave the tanks "bonedry". Try to leave them at least half full.

7. Make sure the log is completed giving date, tach time, any sqawks, and your signature. Any serious sqawks should be reported to the Maintenance Officer by phone and if he is not available, then to another officer.

8. Check the tach reading before flight. The previous pilot may have recorded his ending tach reading incorrectly or not at all.