

POCONO MOUNTAINS FLYING CLUB RULES AND REGULATIONS  
AS OF February 12, 2015

1. All members of the Club shall comply with all Federal Aviation Regulations, state and local statutes, ordinances and regulations relating to the safe operation of aircraft and the Bylaws and Rules and Regulations of the Pocono Mountains Flying Club, Inc. Treatment of violations will be governed by Article 12 of the Club's Bylaws. All complaints of alleged violations shall be filed in writing with the President who shall call a meeting of the Board of Directors. The above-mentioned rules and regulations shall be policed by the entire membership.
2. A scheduling system shall be maintained by the Club in a manner directed by the Board of Directors in which members shall indicate their departure time and return time. No member may schedule in advance, his or her use of an aircraft for more than two weekend or holiday flights at any time without prior approval of three members of the Board of Directors. This rule shall not apply to club CFI's, and no member shall take advantage of this exception. No member may schedule overnight, or more than 30 days in advance without prior approval of three members of the Board of Directors.
3. Only members in good standing may fly or schedule an aircraft. If a member becomes grounded, his name is to be removed from any previously scheduled flights. A member grounded for financial reasons shall be assessed a \$10 fee, and before being reinstated as a member in good standing, he must receive confirmation from the Treasurer or acting Treasurer that his financial obligations have been satisfied. Each member will be responsible for his or her arrival on time and any tardiness over 30 minutes will automatically allow another member to place his or her name in the schedule system and take the aircraft. In the event a member has secured permission of the Board of Directors for an overnight flight, such member shall have the exclusive right to use the aircraft from the scheduled time of departure until the end of the first day of the trip. Thereafter, if the member has not departed or has not made special arrangements with the Board of Directors, the aircraft shall be available for other members to place his or her name in the schedule system and take the aircraft.
4. If a member cancels an overnight trip, he or she is obligated to correct the schedule system immediately upon cancellation so as to make the aircraft available to other members. Failure to do so which causes another member to be unable to use an aircraft will result in he or she being charged for one hour of flying time for each day not canceled.
5. Members are expected to return aircraft when scheduled and are subject to disciplinary action for failure to do so unless the failure to return as scheduled is due to maintenance, safety or weather..
6. In the event a dispute arises among members over the scheduling of an aircraft and the members cannot resolve the dispute, the members shall call the President, or if the President is unavailable, any other Officer or Director, who shall resolve the dispute.
7. Members may schedule and take a Club aircraft for more than one day only after approval of three members of the Board of Directors. On any cross-country flight, members will be directly responsible for any expenses incurred enroute, such as landing and parking fees, in addition to the set rate for every hour of flying time. In the event of a trip of more than one day, the member shall be responsible for a minimum rental of one hour per day for each day the plane is unavailable at the Pocono Mountains Airport, or the actual accumulated tachometer time, whichever is greater.
8. Flight tickets will be properly filled out to indicate the actual pilot in command and the tach time used. The aircraft logbook shall be filled at the end of each flight. If passengers wish to split the bill, this may be indicated on the remarks line. In the case of a student and instructor, the student's name will be put as pilot, with the instructor signing the remarks line.
9. No student may take an overnight solo cross-country flight as pilot-in-command without prior signoff from his/her CFI and at least one board member. If CFI is a board member, then another board member shall sign off also. No student may make a night flight in club aircraft. No licensed member can make night cross-country flights unless he or she has been previously checked out for night cross-country flights by an approved Club instructor.
10. No person, except a Club member or a licensed flight instructor approved by the Club and giving dual instruction to a member of the Club, or qualified persons making necessary test flights, shall be permitted by any member of the Club to fly any Club aircraft. All flights are to be made within the limits of the FAA certificate of the person piloting the Club aircraft.
11. No member shall use the Club equipment for hire, nor rent or lend the Club equipment to any other person nor use Club aircraft in any manner which would violate the Club's insurance policy.
12. All pilots receiving dual instruction in Club aircraft must use only qualified and currently rated flight instructors approved by the Board of Directors.
13. No smoking shall be allowed in Club aircraft.
14. A club member is considered current and may schedule non-complex club aircraft if conditions A, B and C are met. A club member may also schedule an aircraft for condition D. For complex aircraft, items (A, B and E) or (D and E) are required. .
  - a. The club member has logged pilot in command time during the preceding 90 days.

- b. The club member has acted as pilot-in-command in a club aircraft of the same model to be flown during the preceding six months.
  - c. The member has received instruction from a club instructor in a club aircraft within the previous 12 months.
  - d. The flight is a check flight with a club instructor for purposes of establishing or maintaining club currency.
  - e. Members previously qualified in a club complex plane may be checked out in a different complex plane based on the discretion of the instructor performing the checkout. For those not previously checked out in a club complex plane, a minimum of 50 hours PIC after receiving a Private certificate is required prior to scheduling the airplane for dual instruction with a club instructor. To complete a checkout, a minimum of 100 hours PIC following the private certificate is required. In addition, a minimum of 5 hours dual in the make/model of complex club plane is required if the member has less than 20 hours retract time. If the member has 20 hours or more of retract time, the checkout will be at the discretion of the instructor.
15. There shall be a preflight inspection performed before each flight by the pilot making such a flight. Any defects found in the plane's structure, equipment, or accessories shall be noted in the Club maintenance book and flight ticket and no flight shall be made if such defect may endanger the safe operation of the airplane. Such defects should be reported to the Aircraft Maintenance Officer at once, and the member should take all reasonably necessary precautions to ground the aircraft until the defect is corrected. All pilots are responsible to check for major and minor defects. Any member failing to report damage to an aircraft may be subject to disciplinary action including expulsion. In all cases, however, it is the responsibility of each pilot (member) to keep up to date with any special operating procedures or unusual conditions of club aircraft by reading broadcast emails or contacting an officer of the club for current conditions.
16. Club aircraft left unhangared and unattended by the pilot must be tied down, if possible, the wheels blocked, the radios turned off, the master switch turned off, the key removed, doors locked, and gust locks engaged as provided. All trash and personal items should be removed from aircraft at the end of each scheduled flight.
17. No member shall be permitted to attach any object to the plane or in any manner make adjustments or repairs unless approved by the Board of Directors or the Aircraft Maintenance Officer.
18. No aircraft shall be returned to the hangar at the end of a flight with the tanks less than half full, unless it is not feasible to refuel or the member next scheduled to fly the aircraft is on hand and there is sufficient fuel for his or her intended flight.
19. Flight plans must be filed with the FAA for all student solo cross-country flights in excess of 50 nautical miles.
20. No member shall make landings with Club aircraft in any but licensed landing fields or other areas specified by the Board of Directors, other than in an emergency. No Club aircraft shall be landed on gravel runways or other rough terrain runways.
21. All members shall conduct themselves in a good sportsman-like manner with consideration toward fellow members.
22. A person who has been accepted for membership in the Club:
- a. and is in their probationary period, and whose membership is terminated for any reason (resignation, removal by membership, failure to pay bills, etc.) shall have their initiation fee returned less 10% of that fee per month and 2 percent of that fee per hour flown, and less any other charges due to the Club, such as dues, flying time, etc. This will apply equally to persons regardless of whether they have paid their entire initiation fee.
  - b. shall fully pay the full initiation fee within one month of being voted into the Club. If he fails to do so, the Treasurer will notify the member of his/her delinquency, and if not fully paid within two months after acceptance, the membership will be terminated. The Treasurer will notify the person that he/she has been terminated and any initiation fees remaining will be returned as specified in the above paragraph.
23. Pets are only allowed in club aircraft when they are in a standard pet carrier.
24. Officers of the club shall be entitled to no-charge flying for each month of elected service as per the following schedule. The hours will accrue and may be used at the officer's discretion in the aircraft of their choice. President – ½ months dues per month; Secretary – ½ months dues per month; Treasurer – ½ months dues per month; Maintenance Officer – ½ months dues per month.
25. To be designated as a club instructor, the following must be performed:
- a. Instructor applicant must physically present his/her credentials to the Board for approval.
  - b. Instructor Applicants shall be approved for Club instruction based on determination that he/she is adequately qualified to instruct in all Club aircraft. Instructor applicant must demonstrate instructional proficiency with a club instructor approved by the Safety Officer in a club aircraft.
  - c. The approved club instructor will report back to the board regarding the results of that flight.
  - d. Instructors holding membership in the Club may not use the Club aircraft or equipment to give instruction or charter for hire to any person not a member of the Club.
  - e. Any member wishing instruction for advanced ratings may submit the name of the instructor to the Board of Directors for approval. Approval shall be limited to that instructor for that member and the member shall remain responsible for the aircraft.

26. All club pilot (active) members must provide BFR and medical certificate date information to a club officer for entry into the scheduling system. The scheduling system will be programmed and will only allow a pilot to schedule while the pilot is current within each parameter.
27. Maintenance Flights: If a plane is brought to a location to be fixed, the cost of the flight to and from the shop is charged to maintenance. If a member provides ferry service to the maintenance shop, all expenses including fuel will be paid by the club. This does not include instructor fees.