

## INTRODUCTION

Each member must feel responsible for the safety of the aircraft, radio and other equipment. No member should take unnecessary chances with equipment of Purdue Pilots, Inc., and no member should use up more than his reasonable share of flying time. Each member should behave and act as if he is an owner of the equipment.

In an effort to keep the above in effect and to protect the individual member, the following bylaws and operation rules and procedures have been adopted.

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NAME

The name of this club shall be Purdue Pilots, Incorporated (PPI).

PURPOSE

The purpose of this club shall be to provide for its members a convenient means for private flying and instruction at economical rates.

MEMBERSHIP

1. Membership shall be limited to students, staff members and faculty members of Purdue University at the West Lafayette campus and their spouses, and to the chief pilot. The Executive Board may grant membership privileges to the instructors of Aretz Flying Service and ex-PPI members as cases warrant. There shall be no limit as to the number of members of the club. A student shall be defined as an individual registered for at least one university course for credit.
2. A person duly qualified as hereinbefore stated shall be deemed a full member upon payment of an initiation fee and dues for the first semester of membership. Each full member shall be assessed semester dues for every semester after the first semester of membership, to be paid not later than the first meeting of that semester. Dues for spring semester shall apply from the first day of classes of the spring semester to the first day of classes of the fall semester. Dues paid after the last day of classes of the spring semester shall apply until the first day of classes of the following spring semester. The Executive Board shall determine the amount for initiation fee and semester dues.
3. Upon receipt of the membership fee, the club shall issue to each full member a Certificate of Membership of a form approved by the Board of Directors and Operating Rules and Regulations. A copy of the Bylaws of PPI will be on file at the airport of operation and will be available upon request at any meeting of PPI.

4. A member may withdraw from the club at any time with no notification being necessary.
5. The membership fee being once paid is not returnable to a member except in the case that the member is not able to obtain a third class medical certificate.
6. Any member who has failed to pay any sum due the club shall have his flying privileges suspended and may have his university grades encumbered.
7. A member may be expelled by a two-thirds vote of the members in good standing at any regular meeting of the members of the club. Ten days notice shall be given to each member who shall have the right to be heard either in person or by a counsel at the club meeting called for this purpose. A member so expelled shall receive no return of investment with the exception of any paid-in cash credit that he may have on account with the club.
8. It shall be each member's responsibility to know and obey the Operating Rules and Regulations. Violations in these rules shall result in punishment as covered in the operating procedures.
9. If a member has been inactive for two (2) semesters or more he/she may reactivate his membership by payment of one(1) semester past dues and the current semester dues.

#### MEETINGS OF MEMBERS

1. All membership meetings, except as herein provided, shall be held at a time and place to be determined by the President.
2. Notice of all regularly scheduled meetings of the members and of the Executive Board shall be given by written notice to each member.

3. Regular meetings of the members shall be called by the President approximately twice a month.
4. The annual meeting of the club shall be held during the first week of December at such time as the Executive Board shall determine and shall take the place of the regular meeting normally scheduled for that month.
5. Special meetings of the members may be held at such time and place as the President may determine, or may be called by a majority of the Directors or by written petition of at least two (2) members. Such meetings will be called within thirty (30) days after demand.
6. Attendance of each member will be expected at all meetings of the members except as herein provided.
7. A member may be excused from a meeting of the members by the secretary, action of the Executive Board, and/or for serious circumstances.
8. If a member misses a mandatory meeting without having been excused, he will be grounded until the next membership meeting that he attends.
9. At any membership meeting a quorum shall consist of 1/3 of the members in good standing.
10. The President or in his absence (1) the Vice President of Programs or in their absence (2) the Vice President of Public Relations or in their absence the following members of the Executive Board Secretary, Treasurer, Maintenance Officer and Faculty Advisor shall act as the presiding officer thereof. If less than 3 members of the Executive Board are present the meeting of members will be adjourned.
11. At the annual membership meeting, each member shall elect by ballot, officers as stated in the Bylaws.
12. At every membership meeting, each member shall have only one (1) vote.
13. A majority vote of the members present (more than fifty percent) is necessary for the adoption of a resolution and for the election of a member to the Executive Board.

OFFICERS

1. The Board of Directors, hereafter referred to as the Executive Board, Shall be comprised of the President, Vice President - Programs, Vice President - Public Relations, Secretary, Maintenance Officer, Treasurer, and Faculty Advisor. The immediate past president may serve on the Executive Board for one year in an advisory, non-voting capacity.
2. The Executive Board, which is composed of seven (7) Board members, shall have the power and authortiy to promulgate and enforce all rules and regulations pertaining to the use and operation of club property and to do and perform or cause to be done and performed any and every act which the club may lawfully do and perform.
3. Each board member shall be elected annully at the annual membership meeting.
4. In the case of a vacancy on the Executive Board, the remaining Board members shall fill such vacancy by appointment from the club membership. If three or more vacancies occur at any on time, they shall be filled by vote of the members at a meeting duly called.
5. Immediately after each annual meeting of members, the newly elected Executive Board shall hold a meeting for organizational purposes and transact any other business.
6. Regular meeting of the Executive Board shall be called at a time and place to be determinded by the President and shall be spaced at approximately on (1) month intervals.
7. Special meetings of the Executive Board will be called at any time on the order of the President or on the order of two Board members.
8. Notice of special meeting of the Executive Board stating the time and, in general terms, the purpose shall be mailed or personally given to each Board Member not later than the day before the day appointed for the meeting. If all Board Members shall be present at any meeting, any business may be transacted without previous notice.

9. A Board Member's unexcused absence at two consecutive meetings of the Executive Board shall be grounds for removal of that member from the Executive Board. Ten days written notice shall be given to a Board Member who is subject to removal from the Executive Board who shall then have the right to be heard at a meeting of the Executive Board called for consideration of removal. Removal shall result by a vote of four (4) Board Members and implementation of paragraph 4.
10. A Board Member may be excused from an Executive Board meeting only by the President and only for serious circumstances.
11. Four (4) Board Members shall constitute a quorum of the Executive Board at all meetings and the affirmative vote of at least four (4) Board Members shall be necessary to pass any resolution or authorize any act of the club.
12. Each member on the Executive Board shall serve without compensation or reward.
13. The Executive Board shall keep a complete record of all of its acts and proceedings of its meetings and present a full statement (minutes) at the regular membership meetings, showing in detail the condition of the club.
14. The Executive Board shall submit to the membership of the club for approval, at any regular or special meeting of the members all capital investments of more than one-half of the total assets of the club. A majority vote of the members present (more than fifty percent) is necessary for approval.
15. The Executive Board shall present during the annual membership meeting a program of the club's financial position, consisting of at least:
  - (1) An income statement and balance sheet for operations of the past year.
  - (2) A detailed breakdown of operating costs.
  - (3) A projection of operation results expected during the coming year. (pro forma income statement)
  - (4) A projection of equipment replacement scheduling for the next four years including in (3) a provision for sufficient funds generation to provide for equipment replacement.

16. The Executive Board reserves the right to name assistants to any Board position except that of the President. These assistants may act on behalf of the named Board Member in his absence except in the line of succession as stated in "Membership Meetings". (10)

IMPEACHMENT OF OFFICERS

1. In the event of the motion for the impeachment of a Board Member for any reason, the motion shall be automatically tabled until the next scheduled meeting.
2. A majority vote of the members present at the next scheduled meeting shall be necessary to instigate impeachment proceedings.
3. A two-thirds (2/3) vote by secret ballot of the members present at said meeting shall be necessary for the removal of the impeached Board Member.
4. The removed Board Member shall remain as a member of good standing in the club.

MEMBERS OF THE EXECUTIVE BOARD

1. The Executive Board of the club shall have a President, Vice President - Programs, Vice President - Public Relations, Secretary, Treasurer, Aircraft Maintenance Officer, and a Faculty Advisor.
2. The previous mentioned Board Members shall be elected by the membership at the annual meeting. The term of office shall be one (1) year, beginning immediately after the annual meeting.

PRESIDENT

1. The President shall be the chief executive officer of the club. He shall preside at all meetings of the club and the Executive Board. He may call any special meeting of the club or the Executive Board, and shall have, subject to the advise and control of the Board Members, general charge of the business of the club, shall execute with the Secretary, in the name of the club, all certificates of membership, contracts and instruments other than checks which have been first approved by the Executive Board.

2. The President shall be responsible to the Executive Board for the operation of the club. He shall enforce decisions regarding the suitability of all equipment and the qualifications of all members for every type of flight operation. He shall recommend for action to the Executive Board all operational rules of the club and shall report with recommendations all violations of such rules by any club member.

VICE PRESIDENT - PROGRAMS

1. The Vice President-Programs shall be vested with the powers and shall perform the duties of the President in case of the absence or disability of the President.
2. He shall also perform such duties connected with the operation of the club as he may undertake at the suggestion of the President. He shall be responsible for scheduling programs concerning flying safety and education at membership meetings.

VICE PRESIDENT - PUBLIC RELATIONS

1. The Vice President -Public Relations shall have charge of direction all club publicity.
2. He shall be responsible for the notification of membership meetings and other functions of the club.
3. He shall also perform such duties connected with the operation of the club as he may undertake at the suggestion of the President.

SECRETARY

1. The Secretary shall keep the minutes of all proceedings of the members and of the Executive Board in books provided for that purpose. He shall keep a proper membership book showing the name of each club member, the book of bylaws, the club seal, and such books and papers as the Executive Board may direct. He shall execute with the President, in the name of the club, all certificates of membership, contracts and instruments which have been first approved by the Executive Board. In the absence or disability of the Treasurer and under the direction of the President, he shall execute in the name of the club checks for expenditures authorized by the Executive Board.

2. The Secretary shall also perform all duties incident to the Office of Secretary, subject to the control of the Executive Board.
3. The Secretary shall keep an attendance list at every membership meeting, an up-to-date record of members with addresses, telephone numbers, and dates of biennial check rides and medical certificates.
4. The Secretary, together with the Treasurer, shall produce an up-to-date list of grounded members at every meeting, and post it at the airport of operation.
5. The Secretary shall also perform such duties connected with the operation of the club as he may undertake at the suggestion of the President.

TREASURER

1. The Treasurer shall execute in the name of the club all checks for the expenditures authorized by the Executive Board. He shall receive and deposit all funds of the club with the Bursar of Purdue University, which funds shall be paid out by check only as herein provided. He shall also account for all receipts, disbursements and balance on hand.
2. The Treasurer shall perform all duties incident to the Office of Treasurer, subject to the control of the Executive Board.
3. The Treasurer shall also perform such duties connected with the operation of the club as he may undertake at the suggestion of the President.
4. The Treasurer shall work with the Office of the Auditor of Student Organizations and shall comply with their directives.
5. The Treasurer shall assist the Secretary to produce the up-to-date grounding list at every membership meeting.

AIRCRAFT MAINTENANCE OFFICER

1. The Maintenance Officer is responsible for information concerning current status of club aircraft including airframe time, engine time, oil change time, Hobbs meter reading, 100 hour inspections, annual inspections, static checks, transponder checks, ELT battery date, AD notes, serial numbers and date of manufacture. He will make this information available to the Executive Board and club members upon their request at any meeting.
2. He will report to the club membership the following at each regularly scheduled meeting:
  - (1) the registration number and tach time to go of any aircraft within 20 hours of a 100 hr. inspection and his estimate of when the aircraft will be out of service.
  - (2) any required tests or inspections which will be due before the next regularly scheduled meeting.
  - (3) any damage to club aircraft major or minor and the estimated or actual cost of repair to the club or the pilot. This includes items damaged or found prematurely worn due to poor pilot operating procedures.
  - (4) any other item determined to be of interest to the club.
  - (5) any equipment that has been reported to be malfunctioning.
3. He will arrange for specialized maintenance to be performed which cannot be done at the base airport and may sign authorization work order forms for such maintenance after consultation with the President or Chief Pilot.
4. He or the Chief Pilot may arrange and approve maintenance flights for PPI aircraft.
5. He will be responsible for aircraft discrepancy report forms and will forward such to the maintenance supervisor of the base airport, or to those agencies who will be responsible for the repairs.
6. He will, in conjunction with the maintenance supervisor of the base airport, authorize all routine maintenance at the base airport, including all tests and inspections required by FAR. They shall ensure that all maintenance is entered in the aircraft records and that it is properly endorsed by an authorized individual or agency prior to return to service.

7. He shall review all aircraft maintenance bills before they are acted upon by the Treasurer.
8. He will survey and report immediately to the President any damage, airworthiness directive, or maintenance finding which results in the grounding of an aircraft.
9. He will serve as an advisor to all safety boards whenever damage to an aircraft is involved.
10. He will be responsible for coordinating the washing and waxing of aircraft.
11. The Aircraft Maintenance Officer shall perform such duties connected with the operation of the club as he may undertake at the suggestion of the President.

FACULTY ADVISOR

1. The club shall have at least one Faculty Advisor in accordance with the university requirements.
2. The term of office shall be the same as that of the Executive Board.

COMMITTEES

The President or a majority of the Executive Board Members (4 of 7) may elect to and may form committees for the purpose of furthering the operations of the club. These committees shall make recommendations to the Executive Board and shall have no governing power.

AMENDMENTS

Sections of these Bylaws may be repealed or amended or additional sections added in the following manner:

1. A motion for the repealment, amendment or addition shall be made at any regular meeting of the club. This motion shall then be automatically tabled until the next regularly scheduled meeting of the club.

2. Members shall be informed in writing of impending amendments.
3. At the next regularly scheduled meeting of the club the motion shall be presented to the membership.
4. The motion may be approved by a two/thirds (2/3) vote of the membership present at a regular meeting.

CLUB PROCEDURES

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ORDER OF MEETING

1. The Order of Business at all meetings of the club shall conform to the standard procedure as given by Roberts Rules of Order. The President shall be a voting member of the Executive Board.

AUTHORITY FOR SETTLING A DISPUTED POINT

In a case where a disputed point cannot be settled by the club at two consecutive meetings, it shall be taken to the Executive Board.

OPERATION RULES

1. The club shall have a set of general operation rules covering all aircraft.
2. The club shall have a set of specific operation rules for each aircraft.
3. A copy of these rules shall be maintained at the airport.
4. These rules shall be promulgated by the Executive Board of the club.

SAFETY REVIEW

1. A Safety Committee shall be designated by the President on report of any unsafe act involving equipment belonging to the club.
2. The Safety Committee shall consist of five members who were not involved in the act. The President and Faculty Advisor, and two club members who are not Executive Board members shall serve on the Safety Committee. If either the President or Faculty Advisor is unavailable or ineligible he shall be replaced by a member of the Executive Board.
3. The Safety Committee shall take all steps necessary to ascertain the facts, conditions and circumstances of the incident; shall arrive at conclusions regarding the probable cause; and shall make known to the Executive Board and to all parties involved, its findings in the form of a written report. The person responsible for the act may bring counsel and witnesses to support his case.

4. The Executive Board, upon receipt of the findings of the Safety Committee, shall offer to all parties involved the opportunity of a hearing. After the hearing, or if such hearing is waived by all parties, the Executive Board shall decide the financial responsibility.
5. The findings of the Safety Committee and the decision of the Executive Board shall be reported to the membership at a regular club meeting for their information and comments.
6. The Executive Board shall then review, and may amend its decision on financial responsibility. This decision shall then be delivered in writing, to all parties involved.
7. All financial obligations imposed on a member as a result of the decisions of the Executive Board shall be satisfied within thirty days of written notice.
8. The Executive Board shall not impose financial responsibility ~~in~~ any member in excess of the portion not covered by insurance.

#### SURPLUS

The net savings or surplus of the club remaining after all operation costs and other expenses have been paid shall remain in the club's treasury for the purchase of new equipment.

#### AMENDMENTS

Sections of these club Procedures may be repealed or amended or additional sections added in the following manner:

- (1) A motion for the repealment, amendment or addition shall be made at any regular meeting of the club. This motion shall then be automatically tabled until the next regularly scheduled meeting of the club.
- (2) Members shall be informed in writing of impending amendments.
- (3) At the next regularly scheduled meeting of the club the motion shall be presented to the membership.

- (4) The motion may be approved by a two-thirds (2/3) vote of the membership present at a regular meeting.

*(Not A Part of Bylaws)*

OPERATING RULES

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Members of Purdue Pilots, Inc. shall be governed by the following operating rules and these rules shall supercede and cancel all previous rules of the club.

CHIEF PILOT

1. The Executive Board of PPI shall designate a Chief Pilot.
2. The Chief Pilot shall inspect and approve all aircraft for prospective purchase by PPI.
3. The Chief Pilot shall supervise all instruction in PPI aircraft.
4. All maintenance flying in PPI aircraft may be approved by the Chief Pilot or his designee.

MEMBERSHIP DUTIES

1. Members of PPI shall observe all existing FAR, state, local airport rules, (flight school and Aircraft Renter Policy Manual of Aretz Flying Service, Inc.) and club rules (PPI Bylaws).
2. The only maneuvers permitted are those required in a flight test for any airman's certificate.
3. PPI aircraft shall not be loaned or rented to non-members.
4. Use of club aircraft for commercial purposes is prohibited.
5. Aircraft shall not be flown by persons other than current PPI members.
6. Advertising of any kind to share expenses is discouraged.
7. Credit of one hour of flight time shall be allowed for aircraft washed when approved by either the Chief Pilot or the Maintenance Officer. A credit form will then be presented to the Treasurer. No more than one wash per aircraft per month will be allowed for flying credit.

8. Credit for  $\frac{1}{2}$  hours flight time shall be allowed for aircraft waxing when approved by either the Chief Pilot or the Maintenance Officer. A credit form will then be presented to the Treasurer. One wax per aircraft per each six months will be allowed for flying credit.
9. Any member who misses two consecutive regularly scheduled business meetings will be grounded until he attends a business meeting.
10. It is the member's responsibility to report any and all damages to club aircraft to the Chief Pilot and Maintenance Officer.

AIRCRAFT

1. Two aircraft shall remain on the field at all times for local flying.
2. Any aircraft damage or needed maintenance shall be reported on the proper form which will be provided at the airport.

FLIGHT RULES

1. PAY-AS-YOU-FLY.
2. Smoking in PPI aircraft is prohibited.
3. A check-out shall be required in any club aircraft for any member who has not flown that make and model of aircraft more than one hour and made five take-offs and landings in the previous sixty days.
4. Always sign the maintenance sheet before you fly.
5. Any member who is more than fifteen minutes late for his scheduled flight time shall forfeit the remainder of his period to any member desiring the aircraft.
6. Any member who fails to show for a scheduled flight without having cancelled in advance can be fined an amount considered to be appropriate by the PPI Executive Board.

7. Prospective student pilot members may schedule a one-half hour demonstration ride at a rate to be established by the PPI Executive Board.
8. Early morning take-offs before 8:00 a.m. by pilots with less than 100 hours are discouraged. Any early morning take-offs must be prearranged personally with airport personnel.
9. A pilot shall occupy the left seat unless he has received a check out in the right seat by an approved instructor.
10. A safety pilot must be a PPI member or Aretz authorized instructor, current in the aircraft.
11. If a pilot is called before a safety committee, he may fly only with an instructor pending the findings of the safety committee.
12. Current membership card that has been verified for biannual and medical exam dates must be affixed to plane clipboard before each and every flight.

CROSS COUNTRY

1. A Flight Plan shall always be attached to the maintenance sheet.
2. A Flight Plan shall be filed with FAA if a flight is to be over 100 nautical miles.
3. Land only at public airports. No private strips should be used without the consent of the PPI Executive Board.
4. All fuel, oil, and routine service bills paid by a member will be credited to his account upon presentation of receipts to the Treasurer.
5. Hanger expense while away from Lafayette is the responsibility of the member who scheduled the aircraft. Aircraft shall always be hangered if possible.
6. When weathered-in, call Aretz Airport or the PPI President.

7. All flights of over 24 hours, or overnight, require prior Executive Board approval.
8. A member shall guarantee PPI two hours of flight time for each consecutive twenty-four hours of aircraft use.
9. If a pilot is grounded by weather or maintenance at a distant location, he will not be expected to meet the minimum flight-time per day requirement. If the aircraft is left at that location it is expected that the pilot who scheduled the aircraft will pay the expense necessary to return that aircraft to Aretz Airport.
10. When other than routine maintenance is encountered on a cross country flight, advice should be obtained from the Chief Pilot or the club President before any repairs shall be authorized.
11. Overwater flights beyond gliding distance from land must be approved in advance by the PPI Executive Board on an individual basis, after ascertaining that sufficient emergency equipment and insurance coverage has been provided.
12. The club President, or designee, and any two PPI Executive Board members may approve cross country flights when approval by club membership is not practical. The Chief Pilot may substitute for one of the Executive Board members for this approval.
13. The PPI Executive Board reserves the right to hold a prior hearing and to make a recommendation to the club membership on all cross country flight requests. As a guideline the Executive Board will routinely wish to evaluate the following.
  1. Flights by members who have been active for less than one month and/or have less than ten hours in PPI aircraft.
  2. Flights of over 300 nautical miles from Lafayette when the member has less than 100 hours total time or less than 30 hours cross country time.

3. Flights over 500 nautical miles from Lafayette.
4. Flights involving over 72 consecutive hours use of a PPI aircraft.
14. Since the Executive Board has, by law, the responsibility for the total club operation, it reserves the right to refuse any cross country request.

NIGHT REQUIREMENTS

1. A member shall have over 100 hours total flying time of which 5 hours is instrument time.
2. A night check-out shall be required by an authorized club instructor.
3. Night flight shall be restricted to 25 nautical miles from Lafayette except when accompanied by an instructor in which case the limit shall be 100 nautical miles.
4. Night requirements are unrestricted if the pilot or the instructor is instrument rated, checked out at night and the aircraft properly equipped for instrument flight.
5. Night shall be considered the hours between sunset and sunrise.

ANY VIOLATIONS OF THE ABOVE RULES AND REGULATIONS OF PURDUE PILOTS, INC., SHALL BE SUBJECT TO REVIEW BY THE PPI SAFETY COMMITTEE.

VIOLATIONS

1. A violation of any of the rules by a member renders him liable either to temporary flight suspension, monetary fine or both, pending a decision by the Executive Board.
2. Expulsion from the club will be recommended by the Executive Board in the case of extreme violation.

CHANGES AND AMENDMENTS

1. Changes in, or amendments to these Operating Rules and Regulations may be affected only by the Executive Board.
2. Such changes shall become effective when incorporated into the minutes of an Executive Board meeting and notice being given to the membership by either posting at the airport or by reading the minutes at a meeting of the membership.

APPENDIX 1

For the purpose of these operating rules and effective May, 1986 and until further notice, Harold Somers is designated Chief Pilot.

Local airport operating rules include that if any member who fails to show for a scheduled flight with an instructor without having cancelled 24 hours in advance (shorter time in case of an emergency) may be fined an amount set by Aretz Flying Service.

APPENDIX 2

For the purpose of these operating rules and effective December, 1989 and until further notice, Daniel Keen is designated Chief Pilot.