

CONSTITUTION

&

BY-LAWS

**PINELLAS PILOTS ASSOCIATION,
INC.
PO BOX 861**

SAFETY HARBOR, FL. 34695

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ARTICLE I – PURPOSE

1. To buy, lease, or otherwise acquire, own, operate and maintain aircraft.
2. To provide aviation technical information, low cost facilities and aircraft for the members' education and instruction in flying and the accumulation of flight time.
3. To promote the proficiency and interest of all members in private flying and aviation, and doing any and all things necessary or incidental thereto.
4. Each purpose specified in any clause or paragraph contained in this Article shall be deemed to be independent of all other purposes herein specified and shall not be restricted by reference to or inference from terms of any other clause or paragraph of these Articles.

ARTICLE II – MEETINGS OF MEMBERS

1. The annual meeting of the members of this corporation shall be held in the Pinellas County, Florida, within sixty (60) days of the close of the fiscal year.
2. All meetings of the members, except as herein otherwise provided, shall be held at a place to be determined by the President.
3. Notice of annual meeting of the members shall be given by written notice mailed to each member at his last known place of business or residence at least five (5) days before the annual meeting.
4. 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 five (5) members. It shall be the duty of the Secretary to call such a meeting within thirty (30) days after such demand.
5. Notice of special meetings of members, stating the time and in general terms the purpose thereof, shall be given in a like manner as the notice required for the regular annual meeting. No business may be transacted without previous notice.

6. At any meeting of the members, a quorum shall consist of twenty five (25) PERCENT of the members.

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7. The President, or in his absence, the Treasurer, or in the absence of the President and Treasurer, a chairman elected by the members present, shall call the meeting of the members to order and shall act as the presiding officer thereof.
8. At the annual meeting of the members, the members shall elect, by ballot, a Board of Directors as constituted by these By-laws.
9. Every meeting of the members, each member shall have only one vote.
10. A majority vote of the members present is necessary for the adoption of any resolution and for the election of a member to the Board of Directors.
11. Roberts Rules of Order shall be in effect at all meetings.

ARTICLE III – DIRECTORS

1. The powers, business and property, and the entire management of this Association shall be vested in, exercised, conducted and controlled by a Board of Directors of five (5) members, except as herein otherwise provided. It shall be the duty of the Board of Directors to act on all matters of policy, to determine and recommend for membership approval, the initiation fees, membership share, and dues; to act in a judicial capacity on all violations of Association rules and regulations, to protect the Association's interests and guard its welfare, to submit its findings and recommendations on special problems at the Association meetings for membership approval or disapproval. Any limitations upon the authority of the Board of Directors other than herein provided in these regulations shall be on at least a two-thirds (2/3) vote of approval of the active members present at a regular Association meeting.
2. Each Director shall be elected annually at the regular meeting of the members from the Association.
3. In case of a vacancy in the Board, the remaining Directors shall fill such vacancy by appointment from the membership. If three or more vacancies occur at any one time they shall be filled by vote of the members at a meeting duly called.

4. Immediately after each annual meeting of the members, the newly elected Directors shall hold a meeting and organize by the election of a President, a Treasurer, and a Secretary, and transact any other business.

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5. Regular meetings of the Board of Directors shall be called at any time and place to be determined by the President.
6. Special meetings of the Board of Directors shall be called at any time on the order of the President or on the order of two (2) Directors.
7. Notice of special meeting of the Board of Directors stating the time and in general terms the purpose shall be personally given or mailed to such Director so as to arrive not later than the day before the day appointed for the meeting. If all Directors are present at any meeting, any business may be transacted without previous notice.
8. Three (3) Directors shall constitute a quorum of the Board at all meetings and the affirmative vote of at least Three (3) Directors shall be necessary to pass any resolution or authorize any act of the Association.
9. Each member of the Board of Directors shall serve without any compensation or reward except as otherwise provided in these By-laws.
10. The Board of Directors shall cause to be kept a complete record of all its acts and proceedings of its meetings and to present a full statement at the regular meeting of the members, showing in detail the condition of affairs of the Association.
11. The Board of Directors shall be authorized to replace aircraft of the same type. A simple majority vote of approval of the members present at any membership meeting is needed to change type, add or reduce the Association aircraft fleet. The Board of Directors shall be authorized to reduce the fleet under emergency or unusual conditions with a unanimous vote.
12. The out-going President shall be automatically nominated for Board of Directors.

ARTICLE IV – OFFICERS

1. The Executive Office of the Association shall have a President, a Secretary, and a Treasurer. They shall be elected by the Board of Directors by a majority vote at the first meeting after the regular annual meeting of the members and shall hold office for twelve (12) months or

until their successors are elected and qualified. They must be active members, and the President and Directors must be Directors.

2. There shall be one (1) Operations Manager for the Association appointed by the Board.

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3. The President, Secretary, Treasurer and Operations manager shall receive reimbursement for expenses incurred as approved by the Board of Directors.

ARTICLE V – PRESIDENT

1. The President shall be the chief executive officer of the Association. He shall preside at all meetings of the Association and the Board of Directors. He may call any special meetings of the members or of the Directors and shall have, subject to the advice and control of the Directors, general charge of the business of the Association, shall execute with the Secretary, in the name of the Association, all contracts of membership, contracts and instruments which have been first approved by the Board of Directors.
2. The President shall be authorized to co-sign with the Treasurer, two (2) signatures required; all checks disbursed by the Association, The President is also authorized to endorse for deposit all checks received by the Association.
3. The President shall be responsible to the Board of Directors for the operation of the Association. He shall make and enforce decisions regarding the suitability of all equipment and the qualifications of all members for each type of flight operation. He shall recommend for approval to the Board of Directors all operational rules of the Association and shall report, with recommendations, violations of such rules be any member of the Association.
4. The President shall appoint a nominating committee, for selection of candidates for the Board of Directors sixty (60) days prior to the annual meeting. Other names may be nominated from the floor at the annual meeting.

ARTICLE VI – SECRETARY

1. The Secretary shall keep the minutes of all proceedings of the members of the Board of Directors in books provided for that purpose. He shall attend to the giving and serving notices of all meetings of the members and the Board of Directors and otherwise. He shall keep a proper membership book showing the name of each member of the Association, the book of By-laws, The Association seal, if any, and such books and papers as the Board of Directors may direct. He shall

execute, with the President, in the name of the Association, all certificates of memberships, contracts and instruments which have first been approved by the Board of Directors. He, or his designee as approved by the Board of Directors, shall maintain an appointment book or electronic scheduling service for the operation of the aircraft.

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2. The Secretary shall be authorized to co-sign with the Treasurer, two (2) signatures required; all checks disbursed by the Association.
3. The Secretary shall perform all duties incident to the office of the Secretary, subject to control of the Board of Directors.

ARTICLE VII – TREASURER

1. The Treasurer shall execute in the name of the Association, all checks for the expenditures authorized by the Board of Directors. A second signature (President, Secretary, or Operational manager) is required on all checks disbursed by the Association. He shall receive and deposit all funds of the Association in the bank selected by the Board of Directors, which funds shall be paid out only by checks as herein before 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 control of the Board of Directors.
3. The Treasurer shall perform such duties connected with the operation of the Association as he may undertake at the suggestion of the President.

ARTICLE VIII – OPERATIONAL MANAGER

1. The Operational Manager shall be responsible for negotiating and scheduling repairs at a reasonable rate for Association owned aircraft.
2. The Operational Manager shall approve all maintenance bills prior to payment.
3. The Operational manager shall be authorized to co-sign with the Treasurer, two (2) signatures required; all checks disbursed by the Association.

ARTICLE IX – CREW CHIEF DELETED

ARTICLE X – VACANCIES

1. If the office of the President, Treasurer, or Secretary becomes vacant for any reason, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

ARTICLE XI – SAFETY BOARD

1. A Safety Board having a minimum of three (3) members shall be appointed by the Directors, and shall have the following functions and responsibilities:
 - (a) The promotion of safe flying practices.
 - (b) The promotion of improved flying skills.
 - (c) The investigation of accidents involving Association aircraft.
 - (d) To hold hearings in case of alleged violations, misconduct, or unsafe practices involving Association aircraft.
2. The Safety Board shall select a Chairman and a Secretary from among its members for a one (1) year term. The Chairman shall conduct the business of this Board and report findings and recommendations to the Directors; the Secretary shall accordingly record the proceedings of the Board.
3. The members of the Safety Board will serve at the pleasure of the Directors.
4. Meetings of the Safety Board shall be called by the Chairman as needed.
5. Three (3) members present shall constitute a quorum at all Board functions. In the absences of the Chairman or Secretary, the members present will designate temporary officers.
6. Investigations or hearings conducted by the Board shall be made by members not involved.

ARTICLE XII – HEARINGS

1. The Board of Directors, upon receipt of the findings of the Safety Board, shall offer to all parties involved in an accident or incident, the opportunity of a hearing. After the hearing, or if such hearing is waived by all parties involved, the Board of Directors shall decide the financial responsibility of the involved parties.
2. The Board of Directors shall not impose financial responsibility on any one member in excess of the current share value or insurance

deductible (whichever is greater) for any one accident or incident unless the damage results from a violation which is not covered by insurance carried on the aircraft. Then the party responsible for the damage shall be liable for the full amount.

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3. All financial obligations imposed on any member as a result of the decisions of the Board of Directors shall be satisfied within thirty (30) days of written notice. Otherwise, in the case of a member, all unsatisfied monies may be deducted from the membership fee, the remainder of which shall be returned to the member with the cancellation of membership in the Association.

ARTICLE XIII – MEMBERSHIP

1. New members must be recommended by a member in good standing. New members will be probationary members for a period of at least three (3) months and be accepted as a full member of the Association by unanimous vote of the Directors at a regular meeting. All new licensed applicants and students (upon earning their private license) are required to take a check flight with an Association instructor before flying Association aircraft.
2. A person duly elected to this Association as herein before stated shall be deemed a member upon payment of the current share value at that time and an initiation fee. Each active member or inactive member shall be conclusively held to have a property interest in the Association in an amount designated as the current share value.
3. The spouse and dependent children of an active member of age fifteen (15) years to twenty-one (21) years, may be jointly entitled to the rights and privileges of Association membership, except voting, as a Sponsored Member. However, every active member shall be entirely responsible that their Sponsored Member(s) comply with all current Association regulations and rules and shall further be entirely responsible and liable for any assessments or damages or costs charged against these individuals. Sponsored Members must complete an application and be approved by the Board of Directors before beginning to fly.
4. In addition, each active member and active sponsored member(s) pay monthly dues used to pay hangar rent, insurance premiums, and other fixed expenses incurred by the Association.
5. Active members or active sponsored members may revert to an inactive member status by submission of a written request to the Board of Directors. Such status must be for a period of twelve (12) months or

more, if approved by the Board. Inactive members or sponsored members, shall not be liable for monthly payments for the period of inactive status commencing with the calendar month subsequent to the date of request and shall have no Association privileges. Request for

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active member status may be made by written application to the Secretary. Active member status may be restored only by approval of the Board of Directors. All assessments must upon return to active status.

6. A member may withdraw from the Association upon notification to the Secretary in writing, thirty (30) days in advance, and said member may make his withdraw final within the next ninety (90) days without further notification, provided that the withdrawing member has disposed of his share in the assets of the Association. The Association shall have the first option to purchase the share of a member wishing to withdraw from the Association, and the Association shall have thirty (30) days from the withdrawal notice to exercise this option.
7. Any member who has failed to pay his account in full within thirty (30) days after said sum shall be due, shall be considered a delinquent member and shall be automatically suspended from flying the Association aircraft. When a delinquent member fails to pay any sum owed to the Association, or to make appropriate arrangements with the Board of Directors for the payment thereof within ninety (90) days of the due date, the member shall automatically be considered as indicating his intention to withdraw. In addition, a 1.5% per month late charge plus a \$5.00 billing fee will be charged on accounts not paid in full by the last day of the billing month.
8. By a two-thirds (2/3) vote of the Directors voting at a regular or special meeting, a member may be suspended by written notice with immediate loss of all Association privileges. The suspended member shall have a ten (10) day period in which to request the right to be heard either in person or by counsel. If no hearing is requested, the member shall be automatically expelled from the Association.

ARTICLE XIV – SURPLUS FUNDS

1. The net savings or surplus remaining after all operating costs and other expenses have been paid shall remain in the Association treasury for the purchase of new equipment, for contingencies, or for the purpose of reducing the hourly rates for flying as shall be determined by the Board of Directors. The net savings in any event shall not be distributed to the members for their individual use.

ARTICLE XV – AMENDMENTS

1. These By-laws may be repealed or amended, or new By-laws may be adopted at any meeting of the members called for that purpose or at any regular meeting of the members by a two-thirds (2/3) majority vote of such members.

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FLIGHT OPERATION AND RULES

1. Flight Limitations:

- (a) Members of the Association shall observe all existing federal aviation regulations, state, local airport, and Association rules. The aircraft engines shall not be started without a competent operator at the controls.
- (b) The aircraft shall be operated only from those landing areas which are officially recognized as a public or private airport. Operation from other landing areas will be permitted only by prior approval of the Board of Directors.
- (c) Use of the Association aircraft for commercial purposes is prohibited. The aircraft shall not be used by non-members without written approval by a majority vote of the Board of Directors.
- (d) Student members are limited to a 150 mile radius for solo cross-country.
- (e) Flight out of the continental USA (except to Canada) requires prior written Board of Director's approval.
- (f) No animals are allowed to be carried in club aircraft.
- (g) Full member student pilots are limited to flying the designated trainer aircraft unless approved by the Board of Directors.

2. ELIGIBILITY:

- (a) The right to pilot an aircraft owned or operated by the Association shall be a privilege accorded only to active members and their eligible dependents, hereafter called Sponsored Members, flight instructor giving them instruction to active members and certain authorized personnel making required test flights.

3. RESERVATIONS

- (a) The Board of Directors shall designate the means of reserving aircraft.
- (b) All flying time will be scheduled in advance of the proposed flight.

- (c) Any member more than one-half hour late for their appointment shall forfeit the remainder of their period to any member desiring it. However, if the original appointment was for more than three (3) hours, the original scheduling member must extend their appointment time within one hour of the original appointment time are going to be late, or forfeit the remainder of their period to any member desiring it.
- (d) No member may advance schedule more than one (1) week-end per thirty (30) days per aircraft. Before scheduling a cross-country involving as absence of more than seven (7) days, or scheduling more than two (2) week-ends within a thirty (30) day period, a written request to the Board of Directors must be at least seven (7) days prior to the trip.
- (e) A member may not schedule more than one (1) aircraft for use during any one period of time.
- (f) On trips of more than seven (7) days, a pre-payment must be made of fifty percent (50%) of the minimum charge.
- (g) Duties and responsibilities of Reservation Service:
 - I. Duties.
 - A. To record members' name, account number, date and time for the flight and if the destination is cross country, for each reservation.
 - B. To give member a cancellation number when canceling.
 - C. To check current list, provided by the Board of Directors, for any grounded or ineligible members before issuing a reservation.
 - II. Responsibilities.
 - A. To keep accurate and up to date records of aircraft schedules. Scheduling forms will be provided by the Board of Directors.

4. Responsibility:

- (a) In all cases, whether local or cross-country, it will be the responsibility of the member using the aircraft to make a pre-flight inspection prior to each flight, to service the aircraft at the end of

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his flight, to fill out all items on the flight record book and to report any malfunctioning of the aircraft to the Operations Manager, irrespective of how minor it might be, and finally to place and properly secure the aircraft unless the next member to fly is on hand to personally take responsibility.

5. Operational Costs:

- (a) Rates on existing aircraft (attached).
- (b) Cross-country Flights: On cross-country flights all fuel, oil, and routine services bills paid by the member, except airport tolls and hangar fees, will be deducted from his account after such receipts are presented to the Treasurer. A minimum charge equal to one and one-half (1 ½) hours shall be paid for each day (Monday through Friday) the aircraft is scheduled for eight (8) hours or more. A minimum charge equal to two (2) hours shall be paid for each Saturday, Sunday, and legal holidays the aircraft is scheduled for eight (8) hours or more. No minimum charge shall be made upon satisfactory evidence that flying was prohibited by inclement weather or circumstances beyond control of the member.
- (c) Any member who fails to cancel scheduled flight time and fails to fly, will be charged one-half (1/2) time, up to a maximum of one (1) hour per day on the aircraft scheduled.

6. Violations:

- (a) A violation of any of the rules by a member renders him liable to flight suspension.
- (b) Expulsion from the Association may be recommended in extreme cases of violations, especially in violation of FAR or upon two-thirds (2/3) vote of the membership present at a regular meeting. In case of expulsion he must sell his share.

7. Aircraft Check-Out Requirements:

- (a) No members or sponsored members may fly an Association aircraft unless they have been checked out by a PPA member flight instructor who must endorse their logbook and the aircraft accounting log.

- (b) A checkout shall be required in each different model of aircraft, such as: Cessna 150 and Cessna 172. Pilots may not fly any high performance aircraft until they have logged 150 hours of pilot experience, or 200 hours for complex aircraft because of the greater amount of skill required to fly high performance aircraft, several hours of dual may be required prior to checkout.
- (c) In addition to check-out required in (a) above, flight check by a Flight Instructor may be required under the following circumstances:
 - I. In case of an aviation accident: Should any Association pilot be involved in a as pilot-in-command, whether the aircraft was an Association aircraft or not, may be subject to a flight check before he may again operate an Association aircraft solo. The flight instructor has the authority to restrict such a pilot to dual flight until satisfactory proficiency is demonstrated for solo.
 - II. The Board of Directors reserve the right to request a flight check at any time.

8. Authority to Restrict Use of Association Aircraft:

- (a) The following have the authority to ground Association members or sponsored members from flying in Association aircraft for the reasons or circumstances given:
 - I. Board of Directors – for cause. The Board will consider such action in the case of any Association pilot’s violations or non-compliance with the published Association rules, regulations, or By-laws, or other action by the pilot deemed to be contrary to the Association’s best interest. This applies equally to sponsored members.
 - II. Each members - automatically by failure to maintain their status as a “member in good standing” as defined in the Association regulations.

9. Authority to Ground Association Aircraft:

- (a) The Operations manager and Association Officers have the authority to ground Association aircraft at their own discretion for the benefit of the Association from the standpoint of safe

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Operations. In addition, any member has the authority to ground Association aircraft upon the detection of a malfunction or failure which affects the safety of flight.

- (b) The member grounding the aircraft is responsible for tagging the aircraft in an obvious manner, notifying the scheduling service, and notifying the Operations Manager.
- (c) A grounded aircraft may be returned to flying status by the Operations manager or an Association Officer.

10. Safety Regulations:

- (a) Members must obey all Government and PPA regulations.
- (b) Members are required to take their biennial flight review in the highest performance aircraft in which they are checked out.
- (c) Crosswind components published in Owner's Manual must be strictly adhered to.
- (d) Students must obey VFR minimums stated by the instructor.
- (e) Students must obey maximum wind conditions stated by their instructor and under no condition exceed 10 knots crosswind component.
- (f) Students must use a designated trainer aircraft at least until they are past solo and ready for their cross-country, unless authorized by the Board.
- (g) Unless a student solos or a private pilot is checked out in any airplane an instructor must:
 - I. Taxi the plane with student or pilot.
 - II. Show how to tie down or hangar the plane, fuel the plane, and turn off radios, master, etc.
- (h) All instruction must be given by a PPA member flight instructor.

- (i) All students are expected to make reasonable progress towards their pilot certificates. Any student who does not obtain his certificate within 12 months must obtain the written endorsement of his instructor in order to continue flying any Association

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Aircraft. Any student who has not obtained his certificate within 24 months shall be prohibited from flying any Association aircraft until he has obtained his certificate.

11. Minimum Currency:

- (a) No members or sponsored members may fly an Association aircraft unless they are current in that particular model of aircraft. Currency in a Cessna 172 constitutes currency in Cessna 150.
- (b) Currency is established by a checkout with a PPA member flight instructor.
- (c) To maintain currency, pilots must log at least .8 tach hours in that particular model of aircraft within any ninety (90) day period (60 days for complex or high performance aircraft).
- (d) If currency expires, pilots must take a check ride with a PPA member flight instructor who must endorse their logbook and aircraft accounting log.
- (e) All members and sponsored members are required to demonstrate pilot proficiency annually by taking a check ride with a PPA member flight instructor.

The following conditions exempt a pilot from the above requirement:

1. Biennial check ride within the last 12 months, with an authorized PPA instructor or Annual check ride which ever is applicable.
2. FAA check ride for rating within the last 12 months.
3. Completion of the Wings program within the last 12 months, with an approved PPA instructor.
4. A pilot who has logged a total of 200 hours and 18 hours within the last 12 months.
5. A waiver from the Board of Directors, as requested by a member or sponsored member.

Exemptions by reasons 1, 2, and 3 (above) shall be evidenced by a means of a LOGBOOK ENDORSEMENT with signature of the CFI or designated examiner, exemption by reason five (5) shall be endorsed with a signature of the Board of Directors President.

- (f) All instructors who wish to instruct in PPA aircraft shall take a check ride annually with the PPA Flight Instructor check pilot as designated by the Board of Directors. Completion of this

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required shall also be noted with a LOGBOOK ENDORSEMENT.

- (g) All members and sponsored members must attend at least one PPA sponsored Safety Meeting in any twelve (12) month period. The Safety Director may approve of an alternate Safety Meeting upon receiving a written request with proof of attendance from an individual member.

12. Changes and Amendments:

- (a) Changes in, or amendments to these regulations may be effected only by the unanimous vote of the Board of Directors or by a majority vote of active membership of the Association at a regular Associate meeting.

13. Alcohol, Drugs and Smoking:

The use of, by any persons, or under the influence of, any alcoholic beverage or illegal drug in or around the PPA Office, flight line or aircraft will not be tolerated by the Board of Directors. This includes members of PPA, family or friends. There is NO SMOKING in the Association aircraft, office or hangar.

