

CONSTITUTION of the TEXINS FLYING CLUB

ARTICLE I - NAME

SECTION 1. The name of this organization shall be hereinafter referred to as the Texins Flying Club.

ARTICLE II - AUTHORITY AND OBJECTIVES

SECTION 1 - ESTABLISHMENT. Upon authorization of certain citizens of the United States living in and around Dallas, Texas, this Constitution and Bylaws and other Regulations provided are hereby established.

SECTION 2 - CLUB OBJECTIVES (CHARTER). The purposes of this Flying Club are to encourage interest in aviation, to advance the knowledge of the members in aeronautical and navigational subjects, and to bring to more people the social benefits and pleasures of flying.

ARTICLE III - INCORPORATION AND FISCAL YEAR

SECTION 1 - INCORPORATION. The club shall be a subsidiary organization of the Texins Association, a nonprofit association, duly incorporated as such under the laws of the State of Texas. This association is not formed for pecuniary profit.

SECTION 2 - FISCAL YEAR. The fiscal year shall extend from 1 January through 31 December.

ARTICLE IV - BYLAWS AND OTHER REGULATIONS

SECTION 1. Bylaws and other regulations deemed necessary by the members shall be adopted and have the same force and effect as if published as a part of this Constitution.

SECTION 2. Membership Financial Agreement shall be adopted and have the same force and effect as if published as a part of this Constitution.

ARTICLE V - MEMBERSHIP

SECTION 1. Membership in the club shall be limited to employees, former employees and retirees of (1) Texas Instruments, Incorporated, (2) "affiliated" companies as defined by TEXINS ASSOCIATION., (3) spouses and dependents of above, and (4) a small number of additional individuals as approved by the officers of the Texins Flying Club. Furthermore, any former regular member that left the club in good standing may re-join the club.

ARTICLE VI - OFFICERS AND THE BOARD OF DIRECTORS

SECTION 1 - OFFICERS. The officers of the club shall be president, operations vice-president, membership vice-president, controller, trainer and cross-country maintenance officers, communications officer, treasurer, chief flight instructor and flight safety officer. The chief flight instructor shall be a CFI and shall have been a club instructor for at least one year. The flight safety officer shall have been an active club member for at least one year and shall have a good safety record. All club officers shall be active club members in good standing.

SECTION 2 - OFFICER ELECTIONS. Officers of the club, except the chief flight instructor, shall be elected by a majority vote of those active members casting a ballot. The chief flight instructor shall be elected by the club flight instructors at a meeting called for that purpose in June. The president,

membership vice-president, controller, cross-country maintenance officer and communications officer shall be nominated in thru November for an election in December and shall take office on the following January 1st. These officers shall serve one-year terms. The operations vice-president, flight safety officer, trainer, maintenance officer and treasurer shall be nominated in May for an election in June and shall take office on the following July 1st. All officers shall serve one-year terms.

SECTION 3 - OFFICER IMPEACHMENT. A majority, by secret vote of active members shall be required to impeach an officer. Such action shall be presided over by a member chosen by the club who is not a member of the Board; this vote shall be taken at a meeting called specifically for this action and made public to the membership not less than 2 weeks beforehand.

SECTION 4 - BOARD OF DIRECTORS. The Board of Directors, hereinafter referred to as the "Board" shall consist of the club officers. The Board shall have full authority to act on all matters concerning the club excepting those requiring a membership vote or as otherwise provided. If required by the Board, any officer of the club shall give bond, the premium therefore to be at the expense of the club.

SECTION 5 - BOARD VACANCIES. In the event of a vacancy on the Board, the remaining members of the Board shall appoint a temporary officer to serve until the next regular meeting, at which time a special election shall be held to fill the vacancy. The candidates shall be nominated from the floor at the time, and if a permanent officer is not elected at the meeting following the appointment, the temporary officer shall automatically become permanent for the remainder of the unexpired term.

SECTION 6 - OFFICER DUES. Officers of the Board shall not be assessed monthly dues during their respective terms of office.

ARTICLE VII - QUORUMS AND MEETINGS

SECTION 1 - QUORUMS. The required quorum for all membership meetings shall be a majority of active members present, including at least a quorum of the Board. The quorum for all Board meetings shall be a majority of the Board members.

SECTION 2 - MEMBERSHIP MEETINGS. A regular membership meeting shall be held on a schedule set by the Board not to exceed two (2) months between meetings. Meetings shall be conducted in an orderly manner.

SECTION 3 - CALLING OF SPECIAL MEETINGS. Upon written request of at least 50% of the active club membership, the president shall be required to call a special membership meeting. He may also do so at his own discretion.

SECTION 4 - NOTIFICATION AND CONTENT OF SPECIAL MEETINGS. All members shall be notified, if reasonably possible, of the time, place and subject matter of the special membership meeting and only that business for which the meeting is called shall be transacted.

SECTION 5 - BOARD MEETINGS. Board meetings shall be held at the discretion of the Board or may be called at the discretion of the president.

ARTICLE VIII - VOTING

SECTION 1 - VOTING ELIGIBILITY. Only active members on good standing shall be allowed to vote on any matter requiring a vote, and they shall be entitled to only one such vote.

SECTION 2 - PASSAGE OF VOTED MATTERS. A majority vote of those active members present shall be required to effect passage of any matter voted on, except as otherwise provided.

SECTION 3 - VOTING ON BOARD MATTERS. All board matters shall require a majority vote of all the members of the Board present. The chief flight instructor and the flight safety officer have the power to delay implementation of any Board decision relating to flight safety for a period of thirty-five (35) days.

SECTION 4 - VOTING WITH RESPECT TO CONFLICT OF INTEREST. Any member of the Board who is paid for providing a club service or product (exclusive of their position on the club Board) shall not vote on any matter establishing their rate of pay.

ARTICLE IX - FINANCE

SECTION 1 - INITIATION FEES. Initiation fees and dues shall be in an amount determined by the Board.

ARTICLE X - LIABILITY

SECTION 1 - LIABILITY. Adequate and proper personal liability and property insurance shall be at all times carried to protect the membership from liability. No expense or obligation whatsoever shall be incurred by members of the club except as incurred and set forth within this Constitution and other regulations. The club shall not be responsible for any accident, injury, or death of a member or any passenger while operating or riding in any aircraft owned or operated by the club; nor shall Texins Association, Incorporated, Texas Instruments, Incorporated, or Raytheon be so responsible.

ARTICLE XI - DISSOLUTION

SECTION 1 - DISSOLUTION. Upon dissolution of the club, three members shall be designated as trustees who shall liquidate the assets thereof, as soon as practicable, and pay all existing debts and liabilities in proportion to the final available capital, including any money rightfully due to members in accordance with the Texins Association.

ARTICLE XII - AMENDMENTS

SECTION 1 - REQUIREMENTS FOR AMENDMENT PASSAGE. Amendments to this Constitution can be effected only by a 75% favorable vote of the active members present at a duly called meeting, with the provision that Article XII, Section 1 of the Constitution cannot be amended in any way.

SECTION 2 - AMENDMENT PROCESS AND EFFECTIVITY. Any proposed amendment shall be submitted in writing to the president prior to the meeting at which the motion is to be made. The proposed amendment shall be voted on at the next regular meeting following that at which the original motion is presented. If adopted, the amendment shall become effective immediately unless otherwise specifically provided.

SECTION 3 - AMENDMENT INCORPORATION AND COMMUNICATION. Any amendment to the Constitution shall be attached hereto and copies made available to the entire membership.

ARTICLE XIII - ADOPTION

SECTION 1 - REQUIREMENTS FOR ADOPTION. This Constitution shall be adopted and become effective upon a three-fourths majority of those interested persons who have paid or have stated in writing and signed a promise to pay an initiation fee which they have themselves fixed.

SECTION 2 - APPROVAL BY SPONSORING BOARD. A copy of this Constitution shall be submitted to the Board of Directors, Texins Association, Incorporated, for their approval. Any amendments will also be so submitted, so long as this club remains a subsidiary of Texins Association, Incorporated.

BYLAWS of the TEXINS FLYING CLUB

ARTICLE I - MEMBERSHIP CLASSIFICATION AND PRIVILEGES

SECTION 1 - MEMBER CLASSIFICATION. All members shall be classified as one of the following:

- a. **Regular Member** – An employee, former employee, or retiree of Texas Instruments, Incorporated or "affiliated" companies as defined by TEXINS ASSOCIATION. Former club members. Members of the general public representing no more than 25% of the total membership. Spouses and dependent children of members.
- b. **Service Member** - An individual so designated by the Board who provides a service for the club. Service members shall not use club aircraft except under the following conditions:
 1. A Service member leasing the club an aircraft may fly that aircraft but may not fly any other club aircraft.
 2. A Service member flight instructor may use club aircraft only if a club member receiving instruction is aboard..
 3. A Service member mechanic may fly club aircraft for maintenance flight test purposes only.
- c. **Service Members** shall not vote or hold office. In addition membership eligibility is conditional on a periodic review and approval by the TFC board and an annual review and approval at the first board meeting in December.

SECTION 2 - MEMBER STATUS. The status of each member will be one of the following:

- a. An **active status** applies to one who shall be tendered all privileges and benefits within the power of the club to bestow. An applicant for membership shall become active upon receipt of his initiation fees and the first month's dues by the treasurer. Membership may be refused any applicant at the discretion of the Board.
- b. A **terminated** member is one who severs all connections with the club by submitting a written request for said status to the membership vice-president.
- c. A **suspended** member shall be considered as one who has been temporarily denied all privileges of membership in the club by action of the Board. Dues and assessments of this member, as well as his assumption of any financial responsibilities assumed by the Club, shall continue.

SECTION 3 - DUES AND FEES

- a. **Regular Members** shall pay full dues and initiation fees.
- b. **Spouse and dependents** shall pay one-half dues and one-half initiation fees.
- c. **Service Members** shall pay no dues or initiation fees.
- d. **Officers** of the Board shall not pay dues during their term of office.

ARTICLE II - MEMBERSHIP APPLICATION, TERMINATIONS AND EXPULSIONS

SECTION 1 - MEMBERSHIP QUANTITY. The number of active members shall be limited at the discretion of the Board, based on the amount of equipment and the average time the equipment is in use so as to allow reasonable use to each active member without undue restriction.

SECTION 2 - WAITING LIST. Upon approval of the application of a prospective member by the Board, and payment of initiation fee or written promise thereof, the membership vice-president shall put the name on the active list. If the membership is full, the name is to be placed on a waiting list. New members to fill vacancies must be taken from this list. Names will be taken from the top of the list, and the new member's active membership will begin at the time he pays his required monthly dues in advance.

SECTION 3 - TERMINATIONS. Terminations shall become effective on the last day of the month the formal request is received by the membership vice-president and then only upon approval of the Board, but in no event before all money due the club shall have been collected.

SECTION 4 - EXPULSION. The Board may for due cause recommend expulsion of a member, at which time the member is automatically suspended. The member may defend himself if he so desires, either before the Board or the membership. A vote will then be taken by the membership by secret ballot, in which two thirds of the active membership present must concur to effect the expulsion. Final expulsion shall then take place immediately, or, if the member is in arrears, upon payment of all money due the club. No member, having been expelled from the club, shall be entitled to any refund.

ARTICLE III - FLYING OPERATIONS AND MAINTENANCE

SECTION 1 - FLYING OPERATION REQUIREMENTS. Flying operations shall be conducted in accordance with Federal Aviation Regulations and any Flying Regulations published by the club.

SECTION 2 - MAINTENANCE REQUIREMENTS. Club maintenance shall be performed or supervised by licensed FAA mechanics.

ARTICLE IV - DUTIES OF OFFICERS AND MEMBERS

SECTION 1 - ALL OFFICERS. It shall be the duty of all officers to conduct the activities of the club in an efficient and business-like manner and to safeguard the interest of the club at all times.

SECTION 2. The **president** shall preside at the meetings of the club and the Board; appoint all committees, acting as an ex-officio member thereon; and perform all the duties as properly pertain to his office.

SECTION 3. The **operations vice-president** shall act for the president in the absence of that official. Additionally, he or she shall report to the Board on the scheduling, use and maintenance of the fleet.

SECTION 4. The **trainer maintenance officer** shall report to the Board and coordinate with the operations vice-president on the maintenance of the trainer fleet.

SECTION 5. The **cross-country maintenance officer** shall report to the Board and coordinate with the operations vice-president on the maintenance of the cross-country fleet.

SECTION 6. The **membership vice-president** shall act for the president if the operations vice-president is unable to do so. He or she shall take complete charge of all elections, except self replacement. An officer appointed by the Board shall supervise the election of the membership vice-president. The membership vice-president shall report to the Board on all matters of recruiting and training and shall provide programs for regular meetings.

SECTION 7. The **communications officer** shall report to the Board on all matters involving collection or dissemination of information that is club business. This officer shall cause to be recorded the minutes of all meetings and shall act as custodian of the communications archive.

SECTION 8. The **controller** shall prepare budget and funding information for the Texins Association; monitor member accounts for payment problems; prepare a monthly and annual financial status; and monitor the activities of the treasurer.

SECTION 9. The **treasurer** shall receive and disburse club moneys in accordance with Texins Association Procedures for Budgets, Planning, and Disbursements of Funds; he shall maintain accurate records of financial activities of the club; he shall make monthly and annual reports of his official transactions; and he shall perform all other duties as properly pertain to his office.

SECTION 10. The **chief flight instructor** shall report to the Board and coordinate with the flight safety officer on all matters involving club flight instruction. This officer shall maintain a roster of flight instructors, decide when additions or deletions to the roster are necessary, evaluate instructor candidates, monitor flight training, aircraft checkout, proficiency check and annual flight check procedures and shall assign students to instructors.

SECTION 11. The **flight safety officer** shall monitor all club policies, procedures and activities for safety hazards and shall investigate any safety related problems in the club. This officer shall keep records of any serious incidents at the club's home base or involving club operated aircraft, publish safety bulletins as needed and shall keep the club informed of developments outside the club that impact flight safety.

SECTION 12. The duties of the **Board** shall be to act on all matters of policy; to determine fees, charges and assessments not otherwise provided for; to act in a judicial capacity on all intra-club disputes and regulation violations; to direct investigations when deemed necessary; to protect the club's interests and safeguard its welfare; to submit its own actions for approval; and to arrange for an audit of the records as of each December 31.

SECTION 13. The duties of the **members** shall be to conduct themselves in a proper and fitting manner; to uphold the dignity of the club at meetings and on the flying field; to be alert and mindful of the club's interest; to exercise caution and safety in flying; and to observe all Federal, State, local and club rules and regulations.

SECTION 14 - MODIFICATION OF DUTIES. The duties of the officers as described herein may be modified as required by the Board to effect timely and efficient operation of the club.

ARTICLE V - SPONSOR

SECTION 1. The sponsor of the club shall be the Texins Association, Incorporated.

ARTICLE VI - GENERAL FINANCE

SECTION 1 - PROPERTY OWNERSHIP. All property purchased by the club will be owned by the Texins Association, subject to liens thereto, if any.

SECTION 2 - TREATMENT OF DAMAGES. In the event of any damages to any equipment of the club, except where provided for elsewhere in the club regulations, the following specific rules shall apply:

- a. If any damage occurs to club aircraft or equipment, during any phase of operation, as a result of pilot or passenger error or ordinary negligence, the Pilot-In-Command or responsible club member shall be liable for the uninsured portion of damages. If gross negligence is determined to exist in the incident, the Pilot-In-Command or responsible club member, as determined by the

Board, may be fined in addition to the damage liability an amount not to exceed \$500, and may be subject to termination of club membership. The Board shall determine if extenuating circumstances prevailed and may reduce the liability assessment to the responsible club member.

- b. **ORDINARY NEGLIGENCE** is defined to be the failure to use ordinary care, that is, failing to do that which a person of ordinary prudence would have done under the same or similar circumstances or doing that which a person of ordinary prudence would not have done under the same or similar circumstances.
- c. **GROSS NEGLIGENCE** is defined to be more than a momentary thoughtlessness, inadvertence, or error of judgment. It means such an entire want of care as to establish that the act or omission was the result of actual conscious indifference to the rights, safety, or welfare of the person or property affected.
- d. The **Pilot-In-Command** is defined to be the licensed pilot in the left seat, or in the case of a dual flight, the club-approved CFI.
- e. The club member believed by the board to be responsible for damages shall be informed in writing of the claims against him or her and shall be given the opportunity to present mitigating circumstances or evidence to the board prior to the assessment of any costs, charges or fines. A failure of the responsible club member to report the damage may be considered as cause to reject any mitigating circumstances.
- f. Members may receive special consideration from the Board, including, but not limited to, the following:
 - Work credits (e.g., waxing airplanes)
 - No interest loan on liability to be paid off in monthly installments
 - Active participation in repairing the damage, where feasible, under the supervision of a club maintenance officer, or a club-approved aircraft mechanic
- a. The member will be responsible for all attorney fees and court costs arising from any legal action taken to obtain collection of moneys owed the club.

SECTION 3 - MEMBER ASSESSMENT. Any assessment shall be payable by each and every member so assessed before he shall be allowed to make any further use of any club equipment.

SECTION 4 - PURCHASE AUTHORIZATION. No member of the club shall be authorized to make purchases in the name of the club except as provided by Texins Association Procedures.

SECTION 5 - EMERGENCY PURCHASE AUTHORIZATION. Any member of the club finding it necessary to purchase or to have any repair work performed on the equipment of the club, in an emergency or on a cross-country, may do so in his own name, and after presentation of a properly receipted bill for such sales and/or service, and after the bill has finally been approved by the Board, said member shall be either reimbursed or given credit by the treasurer. This work is subject to the terms stated in the Flying Regulations.

SECTION 6 - COMPENSATION OF OFFICERS & MEMBERS. Except as provided in this section, no compensation to officers or members of the club shall be made for any services rendered in connection with their holding office or being members. The operations vice-president, trainer and cross-country maintenance officers and treasurer may be paid staff members with a salary set by the Board and approved by the Texins Association.

SECTION 7 - MEMBER FINANCIAL AGREEMENT. The board shall devise and maintain a written financial agreement that defines the conditions for member accounts. This agreement shall specify what may be purchased on account by members and how payments are to be made, including any penalties to be levied for nonpayment or default. The purpose of this agreement shall be to safeguard the collective financial interests of present and future members of the club.

SECTION 8 - FINANCIAL AGREEMENT AND USE OF CLUB EQUIPMENT. Each member shall read and sign the financial agreement approved by the Board before using any club equipment where payment is deferred.

SECTION 9 - EXPENDITURE AUTHORIZATIONS AND MONEY HANDLING. All expenditure authorizations, requests for check and expense statements shall be signed by the treasurer or, in his absence, by an appointee of the treasurer who shall have been approved by the Board. All moneys shall be handled in accordance with approved Texins Association rules concerning finances of the Texins organizations.

SECTION 10 - FINANCIAL AUDITS. An annual audit of the club's financial books and records shall be made once each year at the discretion of the auditor responsible for auditing the Texins Association records.

ARTICLE VII - INITIATION FEES, DEPOSITS AND ASSESSMENTS

SECTION 1 - INITIATION FEE. An initiation fee shall be charged each new member; the amount shall be determined by the Board.

SECTION 2 - INITIATION FEE: REFUNDS & TRANSFERS. The initiation fee is non-refundable and non-transferable.

ARTICLE VIII - DUES AND FLYING RATES

SECTION 1 - DUES. Dues shall be due and payable one month in advance and shall be included in the normal billing each month.

SECTION 2 - REMOVAL OF MEMBERSHIP. Members may be removed from the rolls by mailing a written request to the membership vice-president or treasurer. They may become active again by applying as a new member and complying with Article I above.

SECTION 3 - REMOVAL OF MEMBERSHIP FOR BUSINESS CAUSE. A member that has been removed from the rolls due to his duties at work taking him away from the Dallas area may become active again by written notification to the membership officer. All initiation fees will be waived. This does not apply to people on leave of absence.

SECTION 4 - DETERMINATION OF CLUB CHARGES. Charges for flying time, dues and initiation fee shall be determined by the Board, based upon actual cost of operation at the time.

SECTION 5 - TAX EXEMPTION CERTIFICATION. In the state of Texas, a flight school, flight instructor, or a student may claim an exemption on the purchase, lease, or rental of aircraft used in flight training under the provisions prescribed in federal aviation regulations (FAR) Part 61 or Part 141. It is the responsibility of the student to notify the instructor they are **applying for instruction for a new rating before tax exempt flights are made. Notification is best accomplished by submitting** a Texas Sales and Use Tax Exemption (Form 01-339) to the TFC **Instructor**. It is the student's responsibility to work with their instructor to document their instruction to comply with state law. Both dual and solo flights, as long as the student is flying to satisfy the requirements of a license or rating, is tax exempt. The student **or instructor** must sign the aircraft flight log certifying the flight the student is requesting tax exemption for is a training flight. The Texins Flying Club is not liable for the tax if the **member** falsifies the record.

ARTICLE IX - REVISION OF CHARGES

SECTION 1. The Board shall review all fees, assessments, flying rates and other charges and revise them as required based on current operation costs.

ARTICLE X - MISCELLANEOUS

SECTION 1 - MEMBER RESPONSIBILITIES. Each member of the club shall have read and shall have promised in writing to observe and abide by all the provisions of the Constitution, Bylaws and other regulations of the club, and to acquaint himself as thoroughly as possible with the local field rules of any airports and landing fields used by the club and to observe them to the best of his ability.

SECTION 2 - DETERMINATION OF PENALTIES FOR VIOLATION. Penalty for violation of any of the provisions of these Bylaws, the Constitution and any other club regulations shall be determined by the Board except where a specific penalty is otherwise provided.

SECTION 3 - AMENDMENTS TO BYLAWS. Amendments to these Bylaws may be effected only by a 75% favorable vote of the active members present at a regular or special meeting of the club or by the unanimous vote of the Board of Directors.

SECTION 4 - COMMUNICATION OF AMENDMENTS. Any amendment to these Bylaws shall be mailed to the active members of the club and to the sponsor.

SECTION 5 - VOTING ON AMENDMENTS. Any amendments to these Bylaws proposed at a regular meeting will not be voted on sooner than the following regular meeting.

FLYING REGULATIONS of the TEXINS FLYING CLUB

1. **OVERALL REQUIREMENTS.** All flying in any club operated aircraft is to be done in strict accordance with existing Federal Aviation Regulations as well as state, local and club regulations.
2. **PROHIBITED FLYING TYPES.** The following types of flying are strictly prohibited in all club aircraft by any member, regardless of that member's ratings:
 - a. All aerobatic maneuvers - Some maneuvers are defined as aerobatic by the Federal Aviation Administration (FAA) but are required in FAA flight examinations. These maneuvers are only permitted with prior approval and instruction by a club Certified Flight Instructor (CFI).
 - b. Intentional spins - Intentional spins are only permitted if required by the FAA and when accompanied by a club Certified Flight Instructor (CFI) or examiner in the designated aircraft. The designated aircraft is currently N6368K; intentional spins are not permitted in any other TFC aircraft for any reason.
 - c. Towing.
 - d. Low-level flying (less than 500 feet above the surface) except for takeoffs, landings and practicing maneuvers required by the FAA.
 - e. Off-airport landings.
 - f. Flights outside the posted local area unless a flight plan is filed with Flight Service. The posted local area is as follows: For student pilots – 25nm radius of KTKI. For all other certificated pilots – 50nm radius of KTKI.
 - g. Flights outside the continental USA without prior Board approval.
 - h. By anyone who does not have on board the Owner/Operator Manual for the make and model aircraft to be flown.
 - i. Any club aircraft unless the pilot's log book has been endorsed for that make and model aircraft by a club CFI.
 - j. By anyone who does not meet the experience, checkout and recency requirements outlined in Paragraph 4 of these regulations.
 - k. Taxiing in airport parking areas within the proximity of other vehicle(s) such that any portion of the aircraft passes over or under any portion of other vehicle(s). Weaving or sharp turning into a tiedown around adjacent vehicle(s) is not allowed. Straight-through taxi or push-back using a towbar is recommended.
3. **FLIGHT BY STUDENT PILOTS.**
 - a. All student pilot club members will be under the supervision of a club CFI during the student's entire training phase and that instructor will be the sole judge of the student's flying abilities. Student pilots may not receive instruction in club operated aircraft from any instructor who is not a club CFI.

- b. Student pilots are prohibited from carrying passengers in club aircraft and from initiating a solo flight with less than two hours of usable fuel on board. Student pilots may not make solo night flights or overnight cross-country flights. (All student solo flights shall terminate before sunset.)
 - c. Each and every student pilot solo flight shall be under the direct supervision of the student's club CFI. Each and every student pilot solo flight shall be preceded by a preflight briefing by the student's club CFI within the preceding 24 hours.
 - d. Student pilots are prohibited from making solo cross-country flights until the student has passed the FAA written exam.
4. EXPERIENCE, CHECKOUT, AND RECENCY REQUIREMENTS. Anyone who acts as the pilot-in-command of a TFC operated aircraft shall meet the following minimum requirements:
- a. Minimum required experience
 - 1. Standard single engine aircraft such as Cessna 150, 172, Piper Warrior or Cherokee: Student pilot license.
 - 2. Complex and/or high-performance aircraft: Private pilot license, 150 total hours, (25 hours in retractable gear aircraft or 5 hours of dual flight instruction in the make and model), 30 after private and 25 in an aircraft with 4 or more seats.
 - b. Minimum required checkout
 - 1. Standard Single Engine Aircraft such as Cessna 150, 172, Piper Warrior or Cherokee: Checkout in make and model and log endorsement by a club CFI.
 - 2. Complex and/or high-performance aircraft: 5 hours dual instruction in make and model and log endorsement by a club CFI (5 hour requirement may be waived if the pilot has previously logged 25 or more hours in an aircraft with retractable gear).
 - 3. Checkout requirements for club CFIs will be determined by the Chief Flight Instructor or by his designated representative.
 - c. Minimum recent experience
 - 1. All certificated members must have had a club check-out within the last year and an FAA Biennial Flight Review (BFR) within the last two years in order to reserve / fly a club aircraft.
 - 2. Any club retractable: 3 takeoffs and landings in a retractable gear aircraft within the previous 90 days or a checkout with a club CFI in such an aircraft within the same time period.
 - 3. Flying during the hours of darkness is prohibited unless the pilot has received a night checkout and logbook endorsement by a CFI.
 - 4. In the event of an accident or incident, the pilot shall be prohibited from flying any of the club's aircraft until he has an endorsement to continue flying club aircraft from the Chief Flight Instructor or his designated representative.

5. In the event of aircraft damage or unsafe operation not classified as an accident or incident, the Chief Flight Instructor or Safety Officer may, at their discretion, revoke the endorsement of the pilot for any or all of the club's aircraft and require the pilot to obtain recurrent training prior to obtaining an endorsement to continue flying.
5. AIRPORTS REQUIRING A CHECKOUT. Some airports present unique challenges or special procedures that could cause problems for inexperienced pilots. This section addresses those airports. Before a pilot may fly a TFC aircraft into an airport on the following list, that pilot must complete a checkout in operations at that airport. Checkout shall include at least one takeoff and one landing at that airport and a logbook endorsement by a club CFI, stating that airport's identifier. A checkout is required for each airport on the list; a checkout at one airport will not apply to any of the other airports on this list. Any member who has logged at least six landings at an airport on this list prior to the addition of that airport to this list, or prior to joining the club, and whose logbook reflects those landings, will be waived from this checkout requirement for that airport.
- a. McGehee Catfish, T40 (added 6/3/98)

OPERATING REGULATIONS of the TEXINS FLYING CLUB

1. **AUTHORIZED OPERATORS OF CLUB PLANES.** No person except an active member of the Texins Flying Club (TFC), a club-approved Certified Flight Instructor (CFI) giving instruction to an active member of the club, or qualified persons making necessary test flights, shall be permitted by any member of the club to fly or taxi any club airplane or act as safety pilot in a club airplane.
2. **USE OF CLUB PLANES FOR HIRE.** No member shall use the club equipment for hire nor shall he rent or lend the club equipment to any non-member. A prorated sharing of gas and oil expenses with passengers is not considered "for hire".
3. **FLIGHT REVIEWS.** Each member must satisfactorily complete an FAA Biennial Flight Review and a club annual flight review. The member's log book must be endorsed by the reviewing CFI. Each member may be subject to a proficiency check by a club CFI at any time.
4. **AIRCRAFT INSPECTIONS: PRE- AND POST-FLIGHT.** There shall be a reasonable pre- and post-flight inspection of the aircraft, performed by the pilot, immediately before and after each flight. Any defects found during the pre- or post-flight inspections shall be noted in the aircraft tach log and, if possible, in the club maintenance log. If a defect is found that causes the craft to be un-airworthy, the pilot shall report it as soon as possible to a club maintenance officer or Board member and the aircraft shall be grounded. Each member agrees to return the aircraft in the same condition that he or she receives it, normal wear and tear excluded, including, but not limited to, the cleanliness of the interior and the exterior.
5. **RESPONSIBILITY FOR SECURING AIRCRAFT.** Each member is responsible for securing the aircraft after completion of each flight. This includes refueling the aircraft if the tanks are less than half full, taxiing the aircraft to its tiedown spot, turning off all electrical switches, ignition and master switches, removing the keys, logging elapsed tachometer time, recording defects, locking the plane doors, tying it down properly and returning the keys to the key lock box. Some of the above steps may be eliminated if someone is waiting for the plane, but that person must be on the field and ready to assume responsibility for the aircraft. The duration of each flight shall be computed by noting the tachometer reading during the preflight check and noting the tachometer reading at the termination of the flight. Elapsed tachometer time must then be recorded in the tachometer log book. Any discrepancies must be noted on a separate line.
6. **AIRCRAFT MOVEMENT INTO & OUT OF HANGARS.** During hours of FBO operation, members shall not move TFC aircraft into or out of hangars. Instead, members will request that aircraft be moved into or out of hangars by available FBO personnel. Authorized TFC maintenance personnel are exempted from this rule.
7. **ENGINE TBO POLICY.** TFC aircraft, both owned and leased, shall not be flown beyond the engine manufacturer's recommended TBO (Time Before Overhaul). Authorized TFC maintenance personnel are exempted from this rule. [This rule is effective beginning 1 October, 1997]
8. **POLICING AND VIOLATIONS.** These regulations shall be policed by the entire membership. All complaints and suggestions shall be filed with the Board. Any violation of the Federal Aviation Regulations or existing rules of the club will constitute cause for immediate grounding. Any member so grounded shall remain grounded until further action is taken by the Board.
9. **AMENDMENTS.** Amendments to these regulations may be effected only by vote of the Board or by a majority vote of the active club members present at a regular club meeting.

10. NOTIFICATION OF AMENDMENTS. Members shall be notified before any changes to these regulations can be enforced.

11. PENALTY SCHEDULE. Late Shows, No Shows and Late Returns

a. Late Shows:

Reservation	Time	Penalty
1-4 Hours	20 Minutes	Loss of scheduled time to any club member desiring it and "No Show" penalty
Greater than 4 hours	20 Minutes	Loss of first 2 hours of scheduled time to any member desiring it and \$10 fine
Greater than 4 hours	2 Hours	No-show penalty

b. No Shows:

1. Minimum usage charge (for the scheduled aircraft) for time scheduled, or \$10 fine, whichever is greater.
2. CFI charges for the time scheduled may be imposed if dual instruction was scheduled.

c. Late Returns:

1. Valid weather delays - no penalty (see Paragraph 12, Section f)
2. Mechanical difficulties which render the aircraft non-airworthy - no penalty (see Paragraph 10, Section f)
3. In all other cases where the aircraft is reserved by another following the late return:

Length of Overstay	Fine
5 - 60 Minutes	\$5
4 Hours	\$10
4 - 24 Hours	\$20
Each additional 24 Hour period	\$30

12. AIRCRAFT SCHEDULING. The following rules shall govern the scheduling of club aircraft:

- a. No club member is to operate any club aircraft unless that member has reserved the aircraft for the flight through the scheduling service currently in use by the club.
- b. Reservations, except for one advance schedule, may not be made more than ten days in advance. One advance schedule, greater than ten days in the future, may be made at any time for any period of time.
- c. Aircraft scheduling for the purpose of an FAA flight test may be made at any time for the required period.
- d. No club member may schedule, as primary, more than one aircraft for the same time on the same day.

- e. Minimum usage requirements -- The table below outlines the minimum charges for extended reservations. These minimums may be waived by prior Board approval.

Context	Summer Minimums (June 1 - August 31)	Other Minimums (September 1 - May 31)
Weekend Day (Noon Friday - Noon Monday)	2 tach hours for each scheduled 24 hour period	2 tach hours for each scheduled 24 hour period
Week Day	1.5 tach hours for each scheduled 24 hour period	1 tach hour for each scheduled 24 hour period
7 consecutive days	12 tach hours	8 tach hours
Less than 24 hours	1/6 of elapsed time	1/6 of elapsed time

- f. A member may not keep club aircraft beyond the time scheduled. In the event of delays, members must report the circumstances to the home base and a club officer as soon as possible after the delay is evident. If the weather or mechanical condition of the aircraft delays or prevents the start of a trip, the trip cannot be extended at the member's discretion. It is the responsibility of that member to arrange for and bear the cost of returning the aircraft to the home base as soon as possible.
- g. Members must cancel schedules in club aircraft as soon as possible after having made the cancellation decision. Members having unused scheduled time not canceled with the club scheduling service may be fined by the Board according to the penalty schedule in Paragraph 11, section a.
- h. No trainer aircraft (Cessna 150s or 152s) may be scheduled overnight without the prior consent of the Operations VP.
- i. Aircraft designated as trainers are primarily for those members pursuing a primary or add-on rating. TFC-owned trainers shall not be scheduled by non-training pilots on weekends for time blocks exceeding four hours. Exceptions may be considered by the Operations VP.
13. MAINTENANCE AWAY FROM HOME BASE. Members may purchase maintenance or repair work away from home base (up to a maximum of \$200) if needed to return a club operated aircraft to airworthy condition and be reimbursed for the expense by the club. All maintenance or repairs in excess of \$200 total cost must be authorized by a club maintenance officer or any two other Board members in order to be assured of reimbursement.
14. SECURING AIRCRAFT AWAY FROM HOME BASE. It is the responsibility of any member taking a club aircraft to have it tied down or hangared. The cost of tie-down or hangars away from the home base is the member's responsibility.
15. AIRCRAFT KEYS & HOME BASE. No member is allowed to remove aircraft keys from the club home base if the aircraft is parked at the home base.
16. GROUNDING AIRCRAFT. To ground an aircraft which a member has determined to be un-airworthy, the following steps shall be executed by that member as soon as possible:
- Place the ignition key on the "GROUNDED" position in the key storage box.
 - Hang a "GROUNDED" tag (found in the key storage box) on the aircraft throttle.
 - Mark the aircraft tach log to note that the aircraft is grounded.
 - Report the grounding action giving pilot's name, aircraft number, time, and reason for the action using the web based scheduler.

- e. Attempt to notify those members who have scheduled the airplane for the following time periods of that day by phone.
- f. Only a club maintenance officer or club CFI may un-ground any club aircraft. Corrective maintenance action (if taken) shall be noted in the aircraft tach log.

17. SMOKING IN TFC AIRCRAFT. Smoking of any type is prohibited in all TFC aircraft, both owned and leased.

REVISION HISTORY and NOTES

10/6/96:

Constitution: No change.
Bylaws: No change.
Flying Regulations: Added paragraph 2(k)
Operating Regulations: No change.

10/29/96: "REGS-V01.DOC" Formatted to Word 6.

1/3/97: "REGS-V02.DOC" Added Constitution to this document.

1/9/97: "REGS-V03.DOC". Changes approved at 8 January 97 Board meeting, at TKI.

Constitution: No change.
Bylaws: No change.
Flying Regulations: Added Piper Arrow as appropriate.
Operating Regulations: Added prohibition against TFC members moving aircraft into and out of hangars.

Save Date 8/11/97: "TFC-REGS.DOC" (note: filename of current version is always "TFC-REGS.DOC"; older versions are uniquely renamed for posterity).

Constitution: Modified for inclusion of Raytheon TI Systems employees. Changes approved at 9 August 1997 general membership meeting, at TKI.

Bylaws: Modified for inclusion of Raytheon TI Systems employees. Changes approved at 9 August 1997 general membership meeting, at TKI.

Flying Regulations: No change.

Operating Regulations: Inserted item 7, policy on operation of aircraft with respect to engine TBO. (Change approved at May, 1997 board meeting at KTKI, and amended at August BoD meeting at KTKI). Also at August BoD meeting: Added item 12i, and amended item 12h.

Save Date 1/13/98: "TFC-REGS.DOC" (note: filename of current version is always "TFC-REGS.DOC"; older versions are uniquely renamed for posterity).

Constitution: No change.

Bylaws: Clerical change; added "or RTIS" to Article VII, Section 3 in 2 places (had not been changed in the August '97 revision adding RTIS). No Board action involved.

Flying Regulations: Amended 2b, prohibited flying types, to designate N6368K as the only aircraft to be used for spin training. (Change approved at January, 1998 board meeting at KTKI).

Operating Regulations: Added item 17, policy prohibiting smoking in TFC aircraft. (Change approved at January, 1998 board meeting at KTKI).

Save Date 8/28/98: "TFC-REGS.DOC" (note: filename of current version is always "TFC-REGS.DOC"; older versions are uniquely renamed for posterity).

Constitution: No change.

Bylaws: No change.

Flying Regulations: Added Paragraph 5, "Unique and Hazardous Airports". (Change approved at 3 June 1998 board meeting at KTKI.

Operating Regulations: No change.

Save Date 9/11/98: "TFC-REGS.DOC" (note: filename of current version is always "TFC-REGS.DOC"; older versions are uniquely renamed for posterity).

Constitution: No change.

Bylaws: No change.

Flying Regulations: No change.

Operating Regulations: Made clerical and clarification changes to paragraphs 11 and 13. No functional changes.

Save Date 2/2/99: "TFC-REGS.DOC" (note: filename of current version is always "TFC-REGS.DOC"; older versions are uniquely renamed for posterity).

Constitution: No change.

Bylaws: Swapped "Associate Member" with "Service Member" in a number of places, to rectify an apparent set of typos from the past. Changes approved at 1/6/99 Board Meeting at KTKI.

Flying Regulations: No change.

Operating Regulations: No change.

Save Date 5/3/99: "TFC-REGS.DOC".

Constitution: No change.

Bylaws: No change.

Flying Regulations: No change.

Operating Regulations: Changed maintenance away from home limit without approval from \$50 to \$200.

Save Date 5/9/99: "TFC-REGS.DOC".

Constitution: Article V changed to allow former members to re-join.

Bylaws: Section 1 changed regular member definition to include former members who re-joined the club..

Flying Regulations: No change.

Operating Regulations: No change.

Save Date 6/2003: "TFC-REGS.DOC".

Constitution: Article IV Added section 2

Article V Changed to match Texins
Article VI Changed to allow any member to be on the board also
changed Safety and Chief Instructor to be voting members of the board
Article VIII Changed to allow all board members to vote

Bylaws: Article I Changed to match new membership definition
Article IV Changed section 9

Flying Regulations: Changed to reflect current club equipment

Operating Regulations: Changed to reflect current reporting method.

Save Date 10/11/2003: "TFC-REGS.DOC".

Constitution: ARTICLE VIII - *VOTING* Added the word present to section 3

Bylaws: No change

Flying Regulations: No change

Operating Regulations: . No change

Save Date 08/16/2006: "TFC-REGS.DOC".

Constitution: No change

Bylaws: No change

Flying Regulations: Changed "Minimum required experience for complex and/or high-performance aircraft" to meet new insurance requirements.

Operating Regulations: No change

Save Date 11/06/2006: "TFC-REGS.DOC".

Constitution: No change

Bylaws: No change

Flying Regulations: Added "The posted local area is a follows: For student pilots – 25nm radius of KTKI. For all other certificated pilots – 50nm radius of KTKI." to 2f, defining the "posted local area".

Operating Regulations: No change

Save Date 09/11/2008: "TFC-REGS.DOC".

Constitution: No Change

Bylaws: Added "SECTION 5 - TAX EXEMPTION CERTIFICATION. " in ARTICLE VIII

Flying Regulations: No Change

Operating Regulations: No Change

Save Date 11/05/2008: "TFC-REGS081105.DOC".

Constitution: No Change

Bylaws: Revised SECTION 5 – TAX EXEMPTION CERTIFICATION in ARTICLE VIII

Flying Regulations: No Change

Operating Regulations: No change

*** END OF OFFICIAL TFC DOCUMENTS ***