

Mentone Flying Club, Inc.

By-Laws & Operating Procedures



Since 1957

Rochester, IN 46975

www.mentoneflyingclub.org

Revised: June 2010

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Article I: Purpose

1. The purpose of the Mentone Flying Club, Inc. shall be to provide for its members a convenient means for safe private pilot recreational and pleasure flying at a minimum expense.

Article II: Meetings of Members

1. All meetings of the members, except as herein provided, shall be held at a place to be determined by the Board of Directors.
2. The annual meeting of the Corporation shall be held each year at such time as the Board of Directors shall determine.
3. Notice of special meetings of members, stating the time and, in general terms, the purpose thereof, shall be given by written notice, mailed and or emailed to each member at his/her last known place of business or residence at least ten (10) days before such special 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 ten percent of all members. It shall be the duty of the Secretary to call such meeting within thirty (30) days after such demand.
5. At any meeting of the members, a quorum shall consist of the owner members in attendance and in good standing.
6. The President, or in his/her absence, the Vice-President, or in the absence of the President and the Vice-President, a Chairman elected by the owner-members present shall call the meeting of the members to order and shall act as the presiding officer.
7. A ballot will be sent to each owner-member, in good standing, in October, the purpose thereof to elect the President, Vice-President, Secretary, Treasurer, and the Board of Directors for the coming year. These ballots must be returned by mail, in person, or other means in time for the regular December meeting in order to be counted as valid.
8. Each owner member shall have only one vote.
9. A majority vote of the Owner-members physically present at a scheduled meeting is necessary for the adoption of any Bylaw, Operating Rule, or Corporate resolution and for the election of a member to the Board of Directors.
10. These Bylaws and Operating Rules may be amended or repealed at any regular or special meeting of the membership after a ten (10) day written notice of the purpose of said meeting mailed to all members. In order to amend or repeal the Bylaws, it shall require a vote of a majority of the members at said meeting.

Article III: Board of Directors

1. The authority to conduct business and make decisions on behalf of the corporate members related to aircraft, equipment and other assets of the Corporation shall be exercised, conducted and controlled by a Board of Directors of five (5) members.
2. Three Directors shall be elected annually and shall be owner-members in good standing. These three elected owner-members, the President of the Corporation and the past President shall constitute the Board of Directors. The President shall serve as Chairman of the Board. A candidate for Director must be an owner-member for a minimum of two consecutive years in order to serve as a Director.
3. In case of a vacancy in the Board, The Directors shall fill such vacancy by appointment from the Corporation membership. If three or more vacancies occur at any one time, the vacant positions shall be filled by vote of the owner-members at a meeting duly called for that purpose.
4. Regular meetings of the Board of Directors shall be called at any time and place to be determined by the Chairman.
5. Special meetings of the Board of Directors shall be called at any time on the order of the Chairman or on the order of a minimum of two Directors.
6. Notice of special meetings of the Board of Directors stating the time and in general terms, the purpose, shall be mailed or personally given to each Director not later than the day before the day established for the meeting. If all Directors shall be present at any meeting, any business may be transacted without previous notice.
7. 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 Corporation.
8. Each member of the Board of Directors shall serve without any compensation or reward, except as otherwise provided in these bylaws.
9. The Board of Directors shall cause to be kept a complete record of all its directives, acts and proceedings of its meetings and to present a full statement at the annual meetings of the owner-members, showing in detail the condition of the affairs of the Corporation.
10. The Board of Directors shall have the responsibility and authority to promulgate and enforce all Bylaws and Operating Rules herein pertaining to the use and operation of the Corporation aircraft, equipment and property and to do and perform or cause to be done and performed, any and every directive or act which the Corporation may lawfully execute. The expenditure of cash assets by the Board of Directors shall not exceed \$10,000. Any purchase over \$10,000 must have the approval by the club at a scheduled club meeting.
11. The Board of Directors shall have the responsibility and authority to maintain and enforce the aircraft Hull Protection Plan of the Corporation.
12. A decision made by the Board of Directors may be sent back for reconsideration by the board only by a two-thirds vote of owner-members physically present at a regularly scheduled monthly meeting or special meeting called for that purpose. This vote must be made within a minimum of 2 months past the decision by the board.

Article IV: Officers

1. The officers of the Corporation shall consist of the President, Vice-President, Secretary, and Treasurer.
2. The officers of the Corporation shall be elected by the owner membership of the Corporation and shall serve until their successors are duly elected and qualified; provided that the President and the Chairman of the Board of Directors shall be one and the same persons.

Article V: President

1. The President shall be the Chief Executive Officer of the Corporation. The President shall preside at all meetings of the Corporation and the Board of Directors. He/she may call any special meeting of the members of the Board of Directors and shall have, subject to the advice and control of the Directors, general charge of the business of the Corporation. In addition, he/she shall execute with the Secretary, in the name of the Corporation, all certificates of membership, contracts and financial instruments, other than bank checks, which have been approved by the Board of Directors.
2. The President shall be responsible to the Board of Directors for the operation of the Corporation. He/she shall make and enforce, with advice and recommendation from the Corporate Officers, decisions regarding the suitability of all aircraft, equipment and the qualifications of Corporation members. The President shall make recommendations to the Board of Directors concerning additions, deletions and amendments to the Corporate Bylaws and Operating Rules of the Corporation. The President shall report to the Board, to include recommendations, regarding violations of such rules by any member of the Corporation.
3. A candidate for President must be an owner-member for a minimum of two consecutive years to serve as President of the Corporation. At his/her discretion, the President shall impose a monetary fine to those owner-members who fail to adhere to the Bylaws and Operating Rules concerning operation of the Corporation aircraft.

Article VI: Vice-President

1. The Vice-President shall be the chief assistant to the President and charged with the responsibility and authority of said position. He/she shall perform the duties of the President in his/her absence or disability.
2. The Vice-President shall be the lead maintenance officer for the Corporation and shall develop and maintain a viable maintenance program in accordance with Federal Regulations and in keeping with good safety standards.
3. The Vice-President shall also perform such duties connected with the operation of the Corporation as may be undertaken at the suggestion of the President.
4. A candidate must be an owner-member for a minimum of two consecutive years in order to serve as Vice-President of the Corporation.
5. The Vice-President shall enforce the financial obligation of each owner-member and to disqualify any owner-member not satisfying the obligations or responsibilities, as stated in Article XIV.
6. The Vice-President will have a restraint of \$5,000 to spend toward his assigned duties.

Article VII: Secretary

1. The secretary shall keep the minutes of all meeting proceedings of the members in books provided for that purpose. He shall attend to the giving and serving of notice of all meetings of the members.
2. The Secretary shall perform the all duties incident to the office, subject to the control of the Board of Directors.
3. A candidate for Secretary must be an owner-member for a minimum of two consecutive years to serve as Secretary of the Corporation.
4. The Secretary shall perform such duties connected with the operation of the Corporation as may be suggested by the President.
5. The Secretary shall perform the following duties:
 - a. Accept and read membership applications at the monthly meetings.
 - b. Advise applicants of actions taken upon his/her application.
 - c. Record all certificates by number.
 - d. Issue membership kits to each new member.
 - e. Have the President sign membership cards and certificates.
 - f. Obtain certificates from owner-members wishing to sell shares prior to selling of owner-membership.
 - g. Keep and maintain the corporate membership index card file.
 - h. File required correspondence with State and Federal governments in reference to registration of aircraft.
 - i. Prepare and submit all correspondence with insurance companies and gas refund applications with the Indiana department of Revenue.
 - j. Advise the President regarding the status of the above duties and other duties as assigned.

Article VIII: Treasurer

1. The Treasurer shall execute with the President, in the name of the Corporation, all certificates of membership, contracts, and financial instruments having been approved by the Board of Directors. He/she shall execute in the name of the Corporation all checks for the expenditures authorized by the Board of Directors. He/she shall receive and deposit all funds of the Corporation in the financial institution selected by the Board of Directors, and which funds shall be paid by check as herein provided. He/she 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 Board of Directors.
3. A candidate for Treasurer must be an owner-member for a minimum of two consecutive years to serve as Treasurer of the Corporation.
4. The Treasurer shall also perform such duties connected with the operation of the Corporation as may be undertaken and suggested by the President.

Article IX: Aircraft Maintenance

1. The Vice-President shall be responsible for and oversee the Corporation maintenance program. He/she shall maintain related aircraft and equipment data and information in official aircraft maintenance records and logbooks.
2. The Vice-President shall be responsible for maintaining the aircraft in proper operating condition, by or under the supervision of a properly certified aircraft and engine mechanic, and for obtaining all checks, inspections, and compliance with all service bulletins for the corporate aircraft.
3. The Vice-President shall be responsible for recruiting, appointing and training Crew Chiefs from the Corporation membership. He/she, in concert with assigned crew chiefs, shall be responsible for all documentation required to be carried on the aircraft and for recording and/or documenting all actions upon the completion of routine or scheduled inspections.
4. The Vice-President shall insure that manufacturer authorized and certified replacement parts are used on corporate aircraft and safety equipment.
5. Major overhauls and repairs shall be discussed with the Board of Directors before any work is done on the aircraft.

Article X: New Member Orientation

1. New owner-member orientation shall be conducted for all new owner-members before said new owner-members are authorized to operated Corporation aircraft and equipment.
2. New owner-member orientation shall be the responsibility of the President and Corporate Officers (Vice-President, Secretary and Treasurer).
3. Orientation shall consist of a review of all Corporation Bylaws, Operating Rules and practices with emphasis on safety.
4. At the completion of orientation, each new owner-member or new owner-member candidate shall sign a verification and agreement that they will abide by the Bylaws, Operating Rules and the Owner-Member Hull Protection Plan of the Mentone Flying Club, Inc.

Article XI: Vacancies

1. If the office of Vice-President, Secretary, or Treasurer should become vacant for any reason, the Board of Directors shall elect a successor who shall hold the office for the remainder of the term. The Vice-President shall serve as President should the office become vacant and shall serve for the remainder of the term.

Article XII: Accidents & Safety Board

1. Accidents (the definition of "Accident" or "Incident", for the purpose of these Bylaws and Operating Rules, shall be any physical damage to Corporation aircraft). In the event of an accident that involves property damage and/or bodily injury or death, the Corporation shall not be held responsible for any liability beyond the limits of aircraft insurance coverage maintained by the Corporation. The Corporation shall not be held culpable for the owner-member's involvement or culpability in an accident. Any litigation expropriated against the owner-member shall be the sole financial responsibility of said owner-member unless specified otherwise as a result of a Corporation hearing. (Reference Article XIII, Hearings)
2. Safety Board
 - a. A Safety Board shall be designated by the Board of Directors within three (3) days for each aircraft accident or incident involving either an owner-member of the Corporation or any equipment belonging to the Corporation, providing such accident or incident resulted in damage to equipment exceeding \$100.00 estimated damage.
 - b. The Safety Board shall consist of three (3) owner-members of the Corporation who were not involved, directly or indirectly, in the accident.
 - c. The Safety Board shall take all steps necessary to ascertain the facts, conditions and circumstances relevant to the accident; shall arrive at conclusions regarding the probable cause and the responsibility for said accident and shall make known to the Board of Directors, and to all parties involved in the accident, its findings in the form of a written report. The written report shall remain confidential and the property of the Mentone Flying Club, Inc. Release or distribution of said report or any portion of its contents is not authorized. The Board of Directors shall reserve the right to make public or entertain inquiries into each accident or incident. Anyone seeking data and/or information related to a specific accident or incident shall be directed to the President or a member of the Board.

Article XIII: Hearings

1. The Board of Directors, upon receipt of the findings of the Safety Board, shall offer to all parties involved in the accident or incident the opportunity of a hearing. After the hearing, or if such hearing is waived by all the parties involved in the accident or incident, the Board of Directors shall decide financial responsibility. The decision by the Board of Directors is final after a 60 day grace period.
2. The financial responsibility of an owner-member involved in an accident with a corporate aircraft shall be bound by the terms, conditions, and limitations set forth in the Corporation's Hull Protection Plan.
3. All financial obligations imposed on any owner-member as a result of a decision of the Board of Directors shall be satisfied within thirty (30) days of the written notice, unless other arrangements are made with the Board of Directors.
4. Any Corporate owner-member who fails to report an accident or incident shall be called before the Board of Directors for the purpose of a hearing. If the Board determines an owner-member has knowingly withheld information pertaining to an incident, said owner-member can be requested to immediately forfeit their membership. If membership is forfeited, any financial obligation continues until the full payment or his or her account is received in full. The Board of Directors may also impose a monetary fine to cover the cost of repair or replacement of the damaged articles.

Article XIV: Owner & Social Membership

Owner-membership:

1. An individual is admitted to membership by a majority vote of the owner members of the Corporation present at the regular monthly meeting.
2. The cost of an owner-membership is set at \$295.00 if an owner-member decides to sell his/her membership they shall receive \$221.00 (75%) and the Corporation will receive \$74.00 (25%).
3. The monthly dues will be \$20.00. Personal liability and property liability insurance shall be paid from the monthly dues receipts.
4. The spouse of a member is entitled to the same flying privileges as the owner-member for the additional payment of \$15.00 per month dues. Spouse is also required to enroll in the club's Hull Protection program or carry hull collision insurance through another carrier.
5. Any applicant for membership to the Corporation, who is a minor, as defined by the State of Indiana, shall have his/her parents or guardians execute a financial responsibility agreement in favor of the Corporation. The terms of this agreement will bind the parents or guardians to be responsible for any and all debts incurred by said minor in the operation of the Corporation's aircraft.
6. Upon receipt of the initiation fee, the Corporation shall issue to each member a Certificate of Membership on a form approved by the Board of Directors and a current copy of the Bylaws and Operating Rules.
7. A member may withdraw from the Corporation upon notification to the Secretary, in writing, thirty (30) days in advance and said member may make his/her withdrawal final within the next ninety (90) days without further notification provided that the withdrawing member has disposed of his/her share in the assets of the Corporation to a new member acceptable to the Corporation. The Corporation shall have the first option to purchase the share of a member wishing to withdraw from the Corporation and the Corporation shall have thirty (30) days from the withdrawal notice to exercise this option. In the event that the Corporation does not exercise its aforementioned option to purchase, and, in the further event that the withdrawing member is unable to dispose of his or her share, then the member may withdraw from the Corporation surrendering his or her membership certificate properly assigned to the Corporation and his/her equity, if any, in the Corporation assets shall become the property of the Corporation.
8. Any member who has failed to pay his or her dues, or any sum due the Corporation by the last day of the month of the receipt of statement, shall be considered delinquent and shall automatically be suspended from flying the Corporation's aircraft. When a delinquent member fails to pay any sum owed to the Corporation, or to make appropriate arrangements with the Board of Directors for the payment thereof within thirty (30) days of the due date, that member shall be considered as indicating his/her intention to withdraw from the Corporation. A two (2) percent charge per month will be added to all delinquent accounts. After sixty (60) days the member shall no longer be considered a member of the Corporation and his/her original membership fee shall be forfeited. The person's financial obligation continues until full of his/her account is received. If litigation is necessary to resolve the member's obligations to the Corporation, the said member is responsible for all collections, reasonable attorney fees, and court costs.
9. After ten (10) days notice, a member may be expelled by a two-thirds vote by members at a regular monthly meeting or one called for said purpose. The member in question has the right to be heard at the meeting either in person or by counsel. A member so expelled shall receive from

the Corporation a sum equal to his/her original membership fee less any moneys, dues, fines or favors owing to the Corporation.

10. A person accepted into the membership must activate said membership within thirty (30) days after being accepted.
11. Before an applicant can be considered for membership as an owner-member, the applicant must first join as a social member for a one (1) month evaluation period and credit check. After the one (1) month period, an applicant will be considered for ownership status in the Mentone Flying Club at the next regularly scheduled monthly meeting.
12. The number of owner-members shall be limited to one hundred (100).

Social Membership:

13. Any person interested in fellowship with the Mentone Flying Club, Inc. may do so by paying annual dues, thus entitling said person to social membership.
14. Social membership entitles said person to share in the following club activities:
 - a. Invitation to all stated and called meetings.
 - b. Invitation to all Club activities.
 - c. Invitation to participate in Club trips as long as he/she does not detain an owner-member who may wish to depart on schedule.
15. Activities which a Social Member may **not** participate in are:
 - a. Voting privileges.
 - b. Aircraft flying privileges.
16. Dues for Social Membership must be received by the Corporation by each January 31st of the New Year. Social Membership dues shall be \$15.00 per year.

Article XV: Surplus

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

Flight Limitations

1. Members of the Corporation shall observe all existing Federal Aviation regulations, applicable State and local laws, airport and Corporation rules.
2. The aircraft engines shall never, under any circumstances, be started without competent and qualified operators at the controls (i.e. owner-members and/or certified mechanics, etc.)
3. No member of the Corporation shall operate Corporation aircraft in acrobatic flight which exceeds those limits enumerated in ACROBATIC FLIGHT, FAR 91.97.
4. Corporation aircraft shall be operated only from those landing areas which are officially recognized as public or private airports and depicted on charts as being at least 2000 feet long for hard surface runways, or 2200 feet long for sod runways. Operations from other landing areas will be permitted only upon prior approval of the Board of Directors.
5. Uses of corporation aircraft for commercial operations in accordance with FAR 135 are prohibited.
6. Corporation aircraft may not be loaned or rented to Non-Members.
7. Corporation aircraft are not to be used for parachute operations, banner towing or any other activity other than those approved as normal flight operations according to Corporate Bylaws, Operating Rules and FAR's.
8. No member of the Corporation shall operate a corporate aircraft without participating and abiding by the terms, conditions, and limitations set forth in the Corporation's Hull Protection Plan, or shall provide proof of commercial insurance policy which shall cover full-market value of the corporation aircraft to be operated.

Eligibility

1. Corporate aircraft shall not be flown by anyone other than owner-members. Exceptions to this may be granted only by the Board of Directors.
2. Student pilot owner-members are limited to solo flights as stated in FAR 61.89 or flights with corporate instructor members.
3. Owner-members of the Corporation who have not made at least three (3) takeoffs and landings in the preceding 90 days must be flight checked by a corporate instructor if using a Corporation aircraft. If other than a Corporation aircraft, takeoffs and landings must be performed in an aircraft of the same type and power performance level (fixed wing, fixed gear and single-engine-land operation) or higher. Daytime landings may be touch-and-goes, but night landings must be to a full stop. For this purpose, daytime shall be considered to begin sixty (60) minutes prior to official sunrise. Night shall be considered to begin sixty (60) minutes after official sunset. Official sunrise and sunset times shall be as published by the National Weather Service.
4. All owner-members of the Corporation shall have a flight review or equivalent in accordance with 14 CFR Part 61.56 to maintain their eligibility and currency. If a flight review or equivalent has been conducted outside of the club, the owner member shall provide a copy of the certificate or written proof of completion to the Treasurer within 30 days of the date of the review.
5. Student touch and goes at runways of less than 3500 feet are prohibited.
6. All flights by all pilots are prohibited if the cross-wind component is equal to or greater than what is recommended by the aircraft owner's manual. In addition, no student pilot shall depart any airport for the purpose of a solo cross-country flight without permission from his or her flight instructor. Cross-country flights are defined as those flights required for a private pilot certificate.
7. Check rides are required for rated individuals joining the Corporation. Night Check rides are recommended and encouraged.
8. All new owner-members must formally review the Corporation Bylaws, Operating Rules, and practices with a Corporation officer as stated in Article X above. Each new owner-member shall review, understand and agree to comply with all rules and regulations concerning operation of the Corporation aircraft prior to operating a Corporation aircraft.
9. All takeoffs, landings and taxiing will be on surfaces suitable for the operation of the aircraft. Pilots will exercise caution when operating on unfamiliar surfaces.
11. A rated pilot joining the club will be shown a full stall landing, and shall demonstrate three full stall landings, if conditions are suitable to an authorized corporate instructor and will be informed that this is the policy.

Reservations

1. All flying time shall be scheduled in advance of the proposed flight if availability of the aircraft is to be assured. An owner-member who fails to check the flight scheduling system and flies an aircraft already scheduled will be fined the rate of one hour flying time of that aircraft. If a Corporation aircraft is late due to inclement weather, and another pilot has the plane scheduled, arrangements will be made after discussion with the President to drop the fine. If weather conditions prevent the return of the aircraft the pilot must contact one of the officers in order to have the correction made on the flight scheduling system.
2. Any owner-member more than fifteen (15) minutes late for his/her aircraft reservation shall forfeit the remainder of his/her period to any owner-member desiring it.
3. The flight scheduling system shall stand as prior approval of the Board of Directors to take an aircraft on a trip on more than one night duration, as long as it is logged in a manner to give efficient notice to the Corporation and that the dates do not conflict with a Club operation or activity of which the availability of the Corporation aircraft is essential. Any Corporation date conflict would require the approval of the Board of Directors. Short notice would require the approval of at least one Board member.
4. On trips of more than one night duration, owner-members will be charged a minimum of one (1) hour for each twenty four (24) hour period that the aircraft is gone.
5. All aircraft are to be hangered at Fulton County Airport unless on a cross-country trip. A member of the Board of Directors must approve exceptions.

Responsibility

1. In all cases, whether local or cross-country, each owner-member shall perform their preflight planning, obtain an approved FAA weather briefing and perform a walk around inspection of the aircraft prior to each flight. SAFETY NOTE: VFR cross-countries over 100 nautical miles, a flight plan is strongly encouraged and recommended. In addition, each owner-member shall service the aircraft at the end of his/her flight, sign oil and gas receipts as applicable, complete all items on the flight record book and to report any malfunctioning aircraft to the Vice-President. A notation shall be documented in the flight record book and on the maintenance board at the main hangar of all mechanical and/or performance abnormalities encountered before, during and after the flight. The aircraft shall be placed in its tie-down position or in a Corporation hangar unless the next owner-member is on hand to assume possession of the aircraft.
2. Owner-members must carefully and legibly record their flying time in the book provided in order that the Treasurer may properly bill them for the total flight time each month. Flight time is defined as the time recorded on the hour meter in the aircraft.
3. Any gas an oil or other maintenance purchases made away from the home field (Fulton County Airport) are to be paid for at the time purchased and the receipts signed and given to the Treasurer so that the latter may reimburse the owner-member directly. Any gas or oil purchases made away from the home airport will be credited at the rate of the home airport. The difference in home airport price and purchase price is the responsibility of the owner-member.
4. When the ambient temperature is thirty (32) degrees Fahrenheit or below, it is compulsory that all aircraft be preheated at least fifteen (15) minutes prior to flight and duration of flight must be at least one hour each. Each pilot is responsible to obtain help by pre-arrangement if he or she is unfamiliar with the preheat procedure. No repeated take-off and landings shall be permitted when the ambient temp is twenty (20) degrees Fahrenheit or less.
5. There shall be no smoking in the club aircraft or in the clubhouse or hangar area and any fines or disciplinary action toward violators shall be decided by the President or at the Board of Director's discretion.
6. In event of mechanical failure of the aircraft, the Corporation bears all expenses for charges for repairing the aircraft. However, the expense of returning the aircraft bears with the owner-member. Transportation, motel bills or meals are the responsibility of the PIC. In any event, the President or a member of the Board of Directors shall be contacted, and consider each case and its merit.

Operational Costs

1. Owner-members shall be charged the rate so established by the Corporation for the aircraft flown.
2. All fuel, oil, and routine service bills, except airport tolls and hangar fees, paid by the owner-member shall be deducted from his/her account after such receipts are presented to the Treasurer.
3. Current liabilities, dues and flight time charge are due and paid by each owner-member by the last day of each month. Failure to pay the account in full may result in the loss of flight privileges.

Violations

1. A violation of corporate Bylaws and rules by an owner-member renders him/her liable to a temporary flight suspension, a monetary fine, or both.
2. Expulsion from the Corporation shall be recommended in extreme cases regarding violation of the corporate Bylaws, Operating Rules, FAR's or abuse of the corporate aircraft.

Changes and Amendments

1. Changes in, or amendments to, these Corporation Bylaws and Operating Rules may be effected only by a majority vote of the voting owner-members present at a regularly scheduled monthly meeting.
2. With the exception of Check rides and or maintenance flights, Corporation aircraft logbooks and flight manuals shall not be removed from the hanger office, hanger building, or an aircraft without prior approval from a corporate officer.
3. Any approved changes or amendments to these Bylaws or Operating Rules shall be attached hereto, and each member of the Corporation shall receive a copy of said changes.
4. Each owner-member of the Mentone Flying Club, Inc. shall read and comply with all corporate Bylaws, Operating Rules and amendments thereto.

Flight Instructors

1. Flight instructors shall be owner-members of the Mentone Flying Club, Inc. and in good standing.
2. The Board of Directors approves all applicants as corporate flight instructors before permitted to instruct in corporate aircraft.
3. Owner-members may not use corporate aircraft with instructors who are not approved by the corporate Board of Directors.
4. The President shall appoint a Chief Flight Instructor. The Chief Flight Instructor shall develop and implement standard flight instruction for the Corporation flight instructors. Both instruction methods and safety practices shall be emphasized and reinforced during all ground and flight training. The Chief Flight Instructor shall report to the President.