

**IOSCO FLYING CLUB
CONSTITUTION
AND BY-LAWS**

ARTICLE I – PURPOSE

Section 1. The purpose of the Iosco Flying Club (IFC) is to provide a safe and economical means of flying privately and enhancing the flying skill and knowledge of members.

ARTICLE II – MEETINGS OF MEMBERS

Section 1. All meetings of the members, except as herein otherwise provided, shall be held at a place to be determined by The President.

Section 2. The annual meeting of the club shall be held during the 2nd week in January or as soon thereafter as the Board of Directors shall determine.

Section 3. Notice of the annual meeting of the members shall be given by written notice mailed to each member at their last known address at least fifteen (15) days before the annual meeting.

Section 4. Special meetings of the members may be called 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 meeting within fifteen (15) days after such demand.

Section 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 Annual Meeting. Special meetings require a quorum of at least 8 of the members to be present in person, or electronically. Members are judged to be ‘present’ when they are physically present at the meeting place or connected electronically to another member or associate member who is physically present at the meeting place.

Section 6. At any regular meeting of the members a quorum shall consist of 6 of the members who are in good standing. Members are judged to be ‘present’ when they are physically present at the meeting place or connected electronically to another member or associate member who is physically present at the meeting place.

Section 7. At any meeting of the IFC, the President, or, in the absence of the President: the Vice-President, or in the absence of both the President and the Vice-President – the Secretary-Treasurer, or in the absence of all officers a member of the Board of Directors, or in the absence of all Board members - a Chairman elected by the members present, shall act as the presiding officer thereof.

Section 8. At the annual meeting of the members, shall elect by ballot a Board of Directors and Officers as constituted by these by-laws.

Section 9. Meetings shall be conducted by Robert’s Rules of Order unless otherwise stated in these by-laws. (Expanded and moved to Section 10, Article III – Directors.)

ARTICLE III – DIRECTORS

Section 1. The powers, business, and property of the IFC shall be exercised, conducted and controlled by a Board of Directors of six (6) members and the President, Vice President, Secretary-Treasurer of the IFC. Board of Directors shall mean all members of the Board of Directors and the President, Vice President, Secretary-Treasurer of the IFC.

Section 2. Two (2) Directors shall be elected annually for a three (3) year term at the annual meeting.

Section 3. In case of a vacancy in the Board, the remaining Directors shall fill such vacancy by appointment from the IFC 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.

Section 4. Special meetings of the Board of Directors shall be called at any time on the order of the President or on the order of three (3) Directors.

Section 5. 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 appointed for the meeting. If all nine Directors shall be present at any meeting, in person or by electronic means, business may be transacted without previous notice.

Section 6. Five (5) members of the Board of Directors present in person or by electronic means shall constitute a quorum of the Board at all meetings and a simple majority vote of the Directors shall be necessary to pass any resolution or authorize any act of the IFC.

Section 7. Each member of the Board of Directors shall serve without any compensation or reward, except as otherwise provided by these by-laws.

Section 8. 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 meetings of the members, showing in detail the condition of the affairs of the IFC.

Section 9. The Board of Directors and its Officers shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of IFC property, and to do and perform, or cause to be done and performed every act which the IFC, may lawfully do and perform.

Section 10. Regular meetings of the Board of Directors will be held as necessary. Meetings of the Board of Directors will generally occur at the request of the President but may also occur when directed by a majority of the Board of Directors in good standing.

ARTICLE IV – OFFICERS

Section 1. The Officers of the IFC shall be a President, Vice-President, and a Secretary-Treasurer.

Section 2. The Officers as listed in section 1 of this article shall be elected by ballot at the annual meeting. The Officers so elected shall hold offices for twelve (12) months and until their successors are elected.

Section 3. The Board of Directors shall determine officer compensation annually. If no annual compensation is decided upon, then the previously determined compensation continues to exist. See ‘Operational Rules’ appended below for current compensation determinations.

ARTICLE V – PRESIDENT

Section 1. The President shall be the Chief Executive Officer of the IFC. The President shall preside at all meetings of the IFC and the Board of Directors. The President may call any special meetings 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 IFC. The President shall execute, with the Secretary-Treasurer, in the name of the IFC, all certificates of membership, contracts and instruments other than checks which have been first approved by the Board of Directors.

Section 2. The President shall be responsible to the Board of Directors for the operation of the IFC. The President shall make and enforce decisions regarding the suitability of all equipment and qualifications of all members for every type of flight operation. The President shall recommend for approval to the Board of Directors all operational rules of the IFC.

ARTICLE VI – VICE PRESIDENT

Section 1. The Vice-President shall be vested with all the powers and shall perform the duties of the President or the Secretary-Treasurer in case of the absence or disability of the President or the Secretary-Treasurer. While the Vice President may perform the duties of either of the other two officers, the Vice-President may not simultaneously perform the duties of both other officers.

Section 2. The Vice-President shall also perform such duties connected with the operation of the IFC as the President directs. For example: the operation of the IFC store.

ARTICLE VII – SECRETARY-TREASURER

Section 1. The Secretary-Treasurer shall keep the minutes of all proceedings of the members and of the Board of Directors in books provided for that purpose. The Secretary-Treasurer shall attend to the giving and serving of notices of all the members and the Board of Directors. The Secretary-Treasurer shall keep a proper membership book showing the name of each member of the IFC, the book of by-laws, the IFC seal, if any, and such other books and papers as the Board of Directors may direct. The Secretary-Treasurer shall execute with the President in the name of the IFC, all certificates of membership, contracts and instruments which have been first approved by the Board of Directors.

Section 2. The Secretary-Treasurer shall perform all duties incident to the Office of the Secretary-Treasurer subject to the control of the Board of Directors.

Section 3. The Secretary-Treasurer shall also perform such duties connected with the operation of the IFC as directed by the President.

Section 4. The Secretary-Treasurer shall execute, in the name of the IFC, all checks for the expenditures authorized by the Board of Directors. The Secretary-Treasurer shall receive and deposit all funds of the IFC in the bank selected by the Board of Directors which funds shall be paid out only by check herein before provided. The Secretary-Treasurer shall also account for all receipts, disbursements and balance on hand.

Section 5. All checks to be signed by any two of the following officers; President, Vice President, or Secretary-Treasurer. In the case of the simultaneous inability or disability of two or more of the three officers, the Board of Directors may direct members of the Board of Directors to act in the place of missing officers.

Section 6. The Secretary-Treasurer shall present all financial records for audit to any auditing committee appointed by the Board of Directors within fifteen (15) days preceding the annual meeting.

ARTICLE VIII – AIRCRAFT MAINTENANCE SUPERVISOR

Section 1. The Aircraft Maintenance Supervisor will be appointed annually by the Board of Directors.

Section 2. The Aircraft Maintenance Supervisor shall be responsible for maintaining current information in the logbooks of each aircraft.

Section 3. The Aircraft Maintenance Supervisor 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, major overhauls and the compliance with all service bulletins for the aircraft.

Section 4. The Aircraft Maintenance Supervisor shall be responsible for all papers required to be carried in the aircraft and for the execution of all papers required upon completion of inspections and major repair.

ARTICLE IX – VACANCIES

Section 1. If the office of President, Vice President, Secretary-Treasurer, or Aircraft Maintenance Supervisor becomes vacant for any reason, the Board of Directors shall select a successor who shall hold the vacated office for the duration of the unexpired term.

ARTICLE X – DAMAGE TO IFC EQUIPMENT, NOTIFICATIONS & SAFETY BOARD FORMATION

Section 1. Notification concerning damage to IFC equipment or injury to any person. Any member of the IFC must immediately report any injury occurring to any person as a result of the operation of any IFC owned, rented or leased equipment. Any member of the IFC must immediately report any damage to any IFC owned, rented or leased equipment. Notification will be made to the President and the Aircraft Maintenance Supervisor of the IFC. In the absence of either of these two individuals, notification may be made to another IFC officer or Board Member. In the case of injury or damage associated with the operation of an aircraft, notification must be made prior to the termination of the rental period or immediately if no rental period is involved.

Section 2. Upon notification of any injury to a person or damage to any IFC property, the President shall immediately appoint at least three members of the Board of Directors, not involved in the event, to comprise a Safety Board. The President may appoint additional club members to the Safety Board as needed.

Section 3. Upon appointment, the Safety Board shall meet and provide initial findings to the Board of Directors within one week.

Section 4. Upon notification of damage to equipment or injury involving IFC owned, leased or rented equipment, the Aircraft Maintenance Supervisor shall quarantine the involved equipment until it is released back for disposition from the Safety Board at the conclusion of their initial investigation.

Section 5. The authority to repair at the termination of the quarantine period shall:

- Rest with the Aircraft Maintenance Supervisor for damage judged to be less than \$500 by the Safety Board.
- Rest with the Board of Directors for damage judged to equal or exceed \$500 by the Safety Board.

Section 6. The Safety Board shall take all steps necessary to ascertain the facts, conditions and circumstances of the accident. Shall arrive at conclusions regarding the probable cause and responsibility for said accident, and shall make known to the Board of Directors, and to all parties involved in the accident, its instructions in the form of a letter or written report. The letter or written report will be subject to approval by the Board of Directors and will then be acted on by the IFC.

Section 7. Any damage to, or failure of, an aircraft owned by the IFC will be verbally reported to the Aircraft Maintenance Supervisor and entered in writing in the aircraft discrepancy log. If the aircraft is deemed to be unairworthy, the keys will be removed from the rental box and the aircraft discrepancy log will be annotated to reflect the 'grounded' status of the aircraft. For discrepancies deemed not to be grounding, but affecting the operation of equipment, the Director of Maintenance will ensure that a suitable tag indicating inoperability is affixed to the aircraft and the proper entry made in the aircraft discrepancy log and logbooks.

ARTICLE XI – DETERMINATION OF FINANCIAL RESPONSIBILITY, ACCOUNTABILITY & HEARINGS

Section 1. The Board of Directors, upon receipt of the findings of the Safety Board, shall decide the financial responsibility of the member(s) involved. The Board of Directors shall also decide whether to make any claim upon the insurance policy of the IFC. The Board of Directors shall notify those individuals involved personally or in writing. If any individual disagrees with the findings of the Board of Directors, they may request a hearing before the Board of Directors. At the conclusion of the hearing, the Board of Directors will make a final determination of responsibility and at that point, the decision of the Board of Directors shall be final.

Section 2. The Board of Directors will set the amount of financial responsibility that may be imposed on any IFC member. In a case where the Board of Directors determines not to make a claim against the insurance of the IFC, the financial responsibility imposed upon any member cannot exceed the amount of \$1,000 unless the facts surrounding the event allow imposition of the conditions found in Section 3 below.

Section 3. In case of accident not covered by the IFC insurance or due to malfeasance on the part of the club member (as determined by the Board of Directors), the club member will be held fully liable for damages without regard to the \$1,000 limit stated in Section 2 above. Malfeasance shall include, but not be limited to, violation of any part of the Federal Air Regulations, failure to maintain club required currency or certification requirements (Such as medical certification, flight review or club checkout), operation of aircraft in an overweight configuration, or with a known discrepancy affecting performance (such as a failed runup check or inadequate performance calculations) or operation of IFC equipment for any nefarious purpose.

Section 4. All financial obligations imposed on any member as a result of the decision of the Board of Directors shall be satisfied within sixty (60) days of written notice being placed on the monthly bill of the member. Board may take whatever steps necessary for collection.

Section 5. The Board of Directors is empowered to revoke any member's flying privileges. The reason and duration of the revocation shall be furnished to the member in writing, by mail (USPS) at their last recorded address of record.

Section 6. A member may be suspended by a vote of a majority of the Board members present and voting at a regular or specially called meeting of the Board of Directors. This suspension will last until action by the members of the

IFC at the next regular meeting or special meeting which meets within the time notification requirements, but not to exceed sixty (60) days.

ARTICLE XII – MEMBERSHIP

Section 1. New members shall be admitted to the IFC only after approved by the Board of Directors.

Section 2. Active membership: A person duly elected to the IFC as herein before stated shall be deemed a member upon payment of an initiation fee determined by the Board of Directors. Each member to be assessed equal monthly dues, the amount to be determined by the Board of Directors. Said assessment to be payable one (1) month in advance due the 15th day of each month.

Section 3. Associate membership: Associate members shall pay ten (\$10.00) dollars membership fee and no further dues and have all the privileges of membership, except voting. Associate membership is open only to immediate members of the family of an active member, i.e., Spouse or minor child.

Section 4. After being accepted by the IFC as a member, the membership fee is not refundable, present members included. Unusual circumstances may be appealed through the Board of Directors. Their decision shall be final. No member may act as P.I.C. in IFC aircraft without proper certification, endorsement, medical, and/or Federal Aviation Administration (FAA) certification.

Section 5. Inactive membership: A member shall be considered active unless in the judgment of the Board of Directors because of geographical location, physical limitations or other reason(s), the member is deemed inactive. The Board of Directors shall reduce the monthly fees of inactive members equally, and the inactive member(s) will receive a monthly bill and newsletter. Inactive members cannot act as pilot in any IFC aircraft, vote on IFC issues nor hold office in the IFC. When it is reasonable for an inactive member to resume active membership, the inactive member will notify the Secretary – Treasurer in writing, The Secretary – Treasurer will then notify the Board of Directors within 14 days and the Board of Directors will meet to consider the request. Once approval is received from the Board of Directors, the inactive member will be restored to active membership status. Upon return to active status, the member must then stay in the active category for six (6) months. Exceptions may be considered by the Board of Directors on a case-by-case basis.

Section 6. A member may be expelled by a two-thirds vote of the members voting at any regular or special meeting of the members. Fifteen days (15) days' notice shall be given. A member has a right to be heard either in person or by counsel at a meeting of the IFC called for that purpose.

Section 7. Any member of the IFC who does not have a current physical exam or who does not possess a current flight review in accordance with 14 CFR (F.A.R.) 61.56 (except student pilots properly supervised by an appropriately rated FAA Certificated Flight Instructor (CFI)) cannot be P.I.C. of a Club airplane until these conditions are corrected. Compliance with F.A.R(s). 61.56, 61.57 and written notification to the Club Secretary–Treasurer will return a member to active status.

Section 8. Life Membership: A member of the IFC who has been a member in good standing in any capacity for a continuous period of not less than twenty years may be nominated for 'Life-Membership.' Life membership is not automatic and is a special recognition for long service and dedication to the IFC. A nomination for life-membership is made during a meeting of the Board of Directors and is conferred upon an individual when affirmed by a majority vote of the Board. Upon notification of life membership being bestowed, the life member ceases having to pay monthly dues but is still liable for assessments, hourly fees for aircraft rental and other fees. A life member may elect to resign by written notice to the Board of Directors at which point their membership in the IFC terminates.

ARTICLE XIII – BILLING

Section 1. All monthly bills for flying and advance dues shall be mailed or delivered to members by the Secretary – Treasurer on or before the fifth of every month and shall be due and payable on the fifteenth of the month. If not paid by the fifteenth of the following month, member will not be allowed to use the IFC's aircraft until their account is paid or prior arrangement is made with the Board.

Section 2. When a member reaches a balance owed of \$250.00 or higher, and is not paying down the balance, they will be dropped from the IFC. To be re-instated the member must pay any new membership fees plus whatever balance was due.

ARTICLE XIV – USE OF AIRCRAFT

Section 1. Members desiring to use instructors other than IFC members, must obtain approval of such instructors from the Board of Directors. The nonmember will file a statement of financial responsibility and obtain insurance naming the IFC as the beneficiary with limits determined by the Board of Directors

Section 2. The Pilot-in-Command of IFC aircraft shall be an IFC member in good standing except as covered in section 1 of this Article.

Section 3. IFC aircraft must be operated at all times in accordance with FAA regulations and the manufacturers recommendations.

Section 4. Members who have not flown type and model within the previous 180 days shall obtain clearance from an IFC Instructor before acting as pilot in command, and shall have it entered in their log book.

ARTICLE XV – SURPLUS

Section 1. Any monies remaining after all operating costs and other expenses have been paid shall remain in the IFC's treasury as a reserve for major repairs, equipment replacements or other contingencies. The net savings of this money shall not be distributed to the members for their individual use.

Section 2. Should the members of the IFC decide to dissolve the IFC and terminate all operations, the monies remaining in the IFC treasury will be distributed to a charity selected by the Board of Directors.

ARTICLE XVI – AMENDMENTS

Section 1. These by-laws may be repealed or amended or new by-laws adopted by a two-thirds majority of members voting at any meeting of the membership called for that purpose.

OPERATIONAL RULES

- Schedule aircraft for your protection. Release aircraft so others may use it if you can't.
- If a member is not present within fifteen (15) minutes of his scheduled starting time, the member loses their priority on the aircraft.
- The last member to fly an IFC aircraft shall hangar it, even though it may be scheduled for a later flight.
- Aircraft shall be fueled and cleaned before being placed in the hangar.
- Pilots must observe posted crosswind charts.
- Aircraft discrepancy(ies) or damage(s) must be recorded in the aircraft time log, aircraft discrepancy log, with the Maintenance Supervisor **and** an IFC officer or a member of the Board. All members should check for such notations prior to each flight. A member who signs out, and uses an aircraft is responsible for structural damage if not so noted beforehand in the discrepancy report. Any damage not reported becomes the financial responsibility of the person who last used the aircraft.
- Aircraft logbooks, owner's manual, weight and balance sheet, etc. are not to be removed from the airport area. All required paperwork must be present in an aircraft prior to its operation.
- Aircraft may not be taken out of the continental limits of the U.S.A. or Canada unless prior approval and proper insurance is obtained before departure and at expense of the IFC member scheduling aircraft. Flight plans must be filed on all flights into and out of Canada.
- A minimum charge of two (2) hours per day on overnight cross-country will be made from April 1 to September 30, and one (1) hour per day from October 1 to March 31.
- Cross-country use of IFC's aircraft of more than five (5) days or out of state must have approval of the President in advance and twenty-five (25%) percent of estimated cost may be required as a payment in advance at the option of the President.
- Bills paid by members at other fields (gas) should be given to the Secretary-Treasurer for credit at price paid, not to exceed home base rates. Bills such as landing fees, tie downs, hangar fees, and preheat are responsibility of the pilot.
- If mechanical or other trouble of other than a minor nature develops while away from Iosco, call the Aircraft Maintenance Supervisor or any IFC Officer who will decide on a procedure.
- IFC aircraft will be operated at all times in accordance with FAA regulations and the manufacturers recommendations.

- New Members: Prior being allowed to fly or receive instruction; the following must be met:
- Membership must be paid.
- Personally meet with a committee of two (2) from among the Board members, Officers, or Club Flight Instructors. The Committee will give temporary approval.
- Must attend the first monthly meeting after being formally approved by the Board of Directors.
- All licensed pilots must be given a flight check and signed off by an IFC instructor. This will be done at the expense of the new member.
- All members will keep the Secretary-Treasurer posted as to the dates on their medical and bi-annual flight checks in order to use IFC's aircraft.
- IFC aircraft will not be used for any commercial purpose.
- IFC aircraft will not be flown into or out of airfields that are not listed in the FAA chart supplement or the Michigan Airport Directory.
- Midfield takeoffs are not allowed unless at least 2,500 feet of runway are available from the starting point of the takeoff. (Note – during high density altitude operations, more than 2,500 feet may be required.)
- When aircraft are away from the local field on extended cross-country flights, pilots are required to notify one of the officers or Board members if they will not be returning at the scheduled time. This will not only allow the IFC to reschedule others who signed up to use the aircraft but will also assist in alerting search agencies in the event that the aircraft has had an accident.

OFFICERS, COMMITTEES, AND RATES
Updated 12/13/2021

President Jay Samuels 989-305-0126

Vice-President
Bill Deckett 989-329-0454

Secretary-Treasurer Fred Hupert 989-820-0296

Board of Directors

2021 – 2024	Ron Rottmann	989- 254-4705	Coleen Gaydash	234-817-2618
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2022 - 2025	Jeremy Coiner	989-310-0818	Pete Mapes	937-212-8435
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2023 - 2026	Ethan Buchanan	989-387-6939	Marv Poland	989-820-0738
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Aircraft Maintenance Supervisor Marv Poland 989-820-0738

Membership Committee _____

Club Instructors Marv Poland 989-820-0738 Ted Wasilewski 810-210-3104
Pete Mapes 937-212-8435

Membership fee for joining the IFC is \$450.00
Monthly Dues \$35.00, and Insurance fund \$15.00 Total \$500.00

The club will maintain an insurance fund to cover the cost of the deductible for aircraft damages. Each member, when joining the club will pay \$15.00 into this fund. Should the fund be depleted to the point that it cannot pay the deductible each member of all categories will be assessed an additional \$15.00 to help replenish the fund.

Airplane	Hourly Rate (including fuel)
C-150	\$ 100.00
C-172	\$ 120.00

These prices are subject to change.

The President may approve up to one hour of flying to a member of the Board of Directors (including The President) or a IFC Instructor for the purpose of introducing a prospective member to the IFC and to the IFC's aircraft; or for conducting a test flight on the advice of the Aircraft Maintenance Supervisor. The President may approve maintenance flights as necessary to deliver or pick aircraft up for maintenance issues. The President will select the pilots responsible for making maintenance pick-ups and deliveries.

Secretary-Treasurer will receive a credit of two (2) hours of flying each month for duties connected with the IFC.

All flying hours that are earned for any reason will be listed as hours only, will have no cash value and cannot be sold. Such hours must be used within ninety (90) days or they will be lost. When a member who has earned hours, wishes to have them applied to a particular flight, the member must note this on the flight log in the aircraft.

Active Membership \$35.00 monthly dues.
Inactive Membership \$20.00 monthly dues.
Associate Membership \$10.00 one-time fee.