

**NRI FLYING CLUB
RULES & REGULATIONS
A CALIFORNIA CORPORATION**

**1. HISTORY & PRESENT
OPERATION**

NRI began operations in 1963 as a result of efforts of employees of **NUCLEAR RESEARCH INSTRUMENTS** of Berkeley. In 1964, the Club was incorporated in California as a social, educational, non-profit organization, with no relationship to the Berkeley firm, and with membership open to qualified applicants.

The Club has grown from 14 members and one plane to its present size.

All aircraft are based at Buchanan Field.

2. PURPOSE

The purpose of NRI is to provide an educational, social, and economic base for pilots, with flying at the most convenient, safe, and cost-effective level possible. NRI strives to have the highest quality aircraft for its members, with maximum availability.

NRI was incorporated to insulate members from liability claims arising from operation of the Club and its aircraft, and to permit the Club to operate in a business-like manner when contracting for services, supplies, and additional aircraft.

3. CLUB ORGANIZATION

The only current category of membership is full membership. This classification is open to all persons making them eligible after a proper checkout, to fly all club aircraft, providing they meet the insurance and other requirements regarding Pilot in Command (PIC) time, and time in type.

4. ADDING A NEW MEMBER

It is necessary to add members to replace members lost to attrition, or should the Board decide to increase the club membership.

New member processing is done as follows:

STEP ONE:

Introductory Packages are available from the Membership Officer. Prospective members should be directed to contact the Membership Officer. If no positions are available, the Membership Officer will place the prospective member on the waiting list. All members on the waiting list are required to attend at least one monthly meeting. Should new member slots open up, prospective members from the waiting list will be contacted. The Membership Officer(s) is not required to contact prospective members in the order that they were added to the list.

The Introductory Package includes:

- A) Introductory letter
- B) Club Information
- C) Application Form

STEP TWO:

Prospect sends his/her Signed Form and membership fee to the Membership Officer who will forward certain documents to the Billing Clerk.

- A) Reference checks, **letter of purpose for joining Club**, credit checks, FAA reports verified, and membership fee.
- B) Once application is accepted, Billing Clerk Processes Membership Fee Check

- C) Membership Officer will inform Scheduling/Safety Officer to add member to scheduling system, preferably by e-mail.

STEP THREE:

The Membership Officer:

- A) Sends out the BY-LAWS and NRI GENERAL INFO/RULES;
- B) Calls new members and provides a key to the planes, makes arrangements for the initial check-ride; refers new members to a suitable check-pilot instructor; and advises new member of Club's probationary period.
- C) Checks out the member in scheduling procedures.

5. AIRCRAFT EQUIPMENT & RATES

It is the general goal of NRI to maintain a fleet of above-average condition aircraft ranging from IFR certified four-place aircraft, such as a Cessna 172, to at least one top-level complex aircraft. Most aircraft will be moderate-to-high performance four-seat planes, with a reasonable split between high and low wing aircraft.

A list of aircraft and their rates is published in the monthly newsletter. Fixed expenses are paid from monthly dues; and operating expenses are paid from flying charges.

6. MONTHLY MEETINGS

Monthly meetings are held on the third Tuesday of each month, and take place at the Club facility beginning at 7:00 p.m. Meetings are generally two hours in length. New issues are brought to the attention of the Board, current issues are discussed, and minutes are taken. We welcome all members to attend in order for your voice to be heard.

7. FINANCIAL BASIS

The monthly dues cover the fixed monthly costs associated with ownership of the Club aircraft. These costs insurance costs; county and federal taxes; monthly tie-down fees; scheduling; and other operating costs. These dues permit the Club to pay the current monthly charges even when the aircraft do not fly.

The hourly rates are intended to cover the operating expenses. Operating expenses include gas and oil, engine reserve, maintenance costs and allowance for paint and upholstery. The reserve fund is to assure that engine exchanges and other major expense items can be met from cash on hand.

8. INSURANCE

Club members are named-insured on NRI's insurance policy. Coverage will vary each year with insurance company's limitations. Each member is responsible for the first \$1,000 damage to aircraft or property, or the amount of any applicable insurance deductible, whichever is greater.

9. SIZE OF THE CLUB

The size of the Club is determined by the Board; and is designed to ensure maximum availability for each member, yet permitting low dues & hourly charges, due to the broader spread of fixed costs among members.

10. SAFETY RULES

A six-month currency review is required of all members to be taken with an authorized Certified Flight Instructor. The purpose of this flight is to ascertain the member's currency regarding FAR's and the AIM, as well as to demonstrate continued competency as a pilot.

In addition, any member who has not logged a flight in NRI aircraft within a three (3) month period shall undergo a brief currency flight with an NRI Certified Flight Instructor.

All NRI members must operate the controls from the left seat. Only designated NRI Certified Flight Instructors may operate the controls from the right seat. Only NRI members may fly NRI aircraft.

No dogs or critters of any kind allowed without Board approval.

Aircraft may not be operated for payment or hire, unless receiving instruction from an NRI Certified Flight Instructor.

No alcoholic beverages are to be consumed in an NRI aircraft while said aircraft is in operation, whether in the air or on the ground.

If a member wishes to take an NRI aircraft on an overnight cross-country flight and suspects any portion of that flight to continue one hour after sunset or one hour before sunrise, he/she must show proficiency in night flight to the Safety Officer or his/her designee.

Board approval is required on any schedule involving an NRI plane for more than ten (10) days-in-succession or out of the country.

After Board approval, taking an aircraft out of the Continental U.S. requires that the member:

- a) Present his/her trip plan to the Board for information and review.
- b) Check with one of the maintenance officers for proper long-range maintenance of the plane.
- c) Present proof of outside U.S. insurance to the Treasurer.
- d) Obtain a Certificate of Ownership from the President or Treasurer.

NRI aircraft may not be landed on other than an officially recognized airport in use by General Aviation. The airplanes may not be flown with a variance, i.e. with doors or windows removed.

ALL FAR's will be strictly followed.

11. MAINTENANCE

Aircraft are given at least one "annual inspection" every year, and have the oil changed every fifty (50) hours. In-between maintenance is performed on an as-needed basis at the discretion of the Maintenance Officer. It is the goal of NRI to have a superior level of professional maintenance.

The cost of flying is proportional to the amount of work required on the planes and this is reflective of the care taken by the pilots in their use!

The 'remarks' column of the flight log sheet is used to note discrepancies. Any maintenance items should be reported to the maintenance officer by telephone or email as soon as practicable. If a condition renders the aircraft unsafe for further flight or unsuitable for IFR, this should be noted and the Maintenance Officer paged and immediately advised.

The Maintenance Officer will ensure the aircraft is removed from the scheduling system, and in union with the Scheduling/Safety Officer, will inform any members by telephone or email that their schedule has been cancelled.

Each member is responsible for returning the aircraft to the line in a clean and flyable condition. This includes removal of trash, emptying of ashtrays, and cleaning of excessive external dirt, mud, etc. Failure to return the aircraft in this condition will subject the member to a fine, and in the case of repeated offenses, this may result in the membership being terminated.

A) Flight Trouble:

1. ACCIDENT PRESERVE LIFE AND PROPERTY. Our insurance will cover your problem in most cases; however, it is also necessary to satisfy the laws of foreign countries regarding insurance. Notify a maintenance officer or Scheduling/Safety Officer, either directly, or by pager. Phone/Pager numbers are listed in the monthly newsletter. **Stay with the aircraft** until relieved by a Club officer or by an insurance adjuster! **YOU ARE RESPONSIBLE FOR THE AIRCRAFT.**

2. WEATHER. Be safe! Don't take chances! In the event you cannot return the aircraft by the end of your scheduled appointment, contact the Scheduling Officer. You will not be charged for extra time with the plane so long as there are no VFR days for returning the plane. You are allowed three VFR days, consecutive or separate, in which to get the plane back before the two-hour daily minimum will be charged to your account.

The President, Maintenance Officer or Scheduling/Safety Officer should be notified; they may be able to put together an instrument training flight and retrieve your plane at no extra cost to you.

Additionally, the next pilot to use the plane may be IFR-rated and able to take the plane where it is, and leave you with his/her ground transportation back to Buchanan.

B) In the event your aircraft is grounded when you arrive for your flight; or it does not properly checkout and you cannot make the flight, utilize the scheduling service and explore what alternate aircraft may be available for your use. If another pilot has a plane for

a portion of your desired period, obtain his/her number and call for a possible change of his/her plan. All pilots try to be cooperative. It may be their turn next!

If you ground the plane due to a malfunction, make sure that the Maintenance Officer is notified immediately. He will ensure that the scheduling system is adjusted and succeeding pilots notified.

C) Financial responsibility: aircraft tires.

Any member causing damage and/ or undue or abnormal wear on aircraft tires will be charged the actual cost to replace the tires per occurrence on the member's next monthly bill. The charge will include the cost of replacement, less estimated prior use.

THESE ARE YOUR AIRCRAFT -- REMEMBER – THIS IS A FLYING CLUB, NOT A COMMERCIAL ENTERPRISE.

It is the responsibility of each member to carefully schedule the aircraft and to check it out equally as carefully. It is also the responsibility of each member to notify the Maintenance Officer and Scheduling/Safety Officer as appropriate, in the event of difficulties with the aircraft.

Lastly, the member is solely responsible for the aircraft when he signs it out until he returns it to the tie-down space. Your life and that of others depends upon the care you give each aircraft.

Smoking is not allowed in NRI aircraft.

12. KEYS

All aircraft will use NRI keys. Contact the Membership Officer for a key, which will be provided upon joining. If keys are not returned, a \$50 per key fee will be assessed.

13. SCHEDULING

Scheduling is done through an automated scheduling service. The scheduling service can be accessed either through the Internet, or by telephone. Scheduling is the responsibility of each member. It works smoothly if the member takes the responsibility to insure accurate scheduling and cooperates fully in the Scheduling Procedures outlined herein.

The Scheduling/Safety Officer is assigned to solve problems and resolve conflicts. The NRI Scheduling service is a 24-hour, seven-day service. This system provides access through the Internet, as well as an automated voice response system. A quick reference guide and additional information are available from the Scheduling/Safety Officer.

- A) ALL FLIGHTS MUST BE SCHEDULED. Unscheduled flights are *unauthorized* and will be charged at DOUBLE RATES!
- B) Schedule only for the actual hours you require. See items C through F below.
- C) If an aircraft is on the ramp longer than one hour after its scheduled time, between 8:00 AM and 6:00 PM, and there is no rescheduling on the scheduling system, it is presumed the flight is a NO-SHOW and the aircraft is open for scheduling by others. If you know your departure is going to be delayed, you must use the automated scheduling service and reschedule. NO-SHOW charges are assessed at the fixed hourly rate for the aircraft in question. If a club member decides to take an apparent "NO-SHOW" aircraft, the member must attempt to reach the

scheduled pilot before proceeding. (That member may be on his/her way, but with car trouble!)

- D) If you return early, contact the automated scheduling service to free up the aircraft for others.
- E) Canceled flights must be reported promptly to avoid NO-SHOW charges. Weather issues aside, the following rules apply to canceling flights: AM flights before 1 PM - Cancel by 6 PM prior day; PM flights after 1 PM - Cancel by 9 AM prior morning. Full day or overnight - Cancel by 48 hours prior
- F) Minimum charges are 2 hours during; five hours or more per day scheduled Fri through Sunday; eight hours or more scheduled Monday through Thursday.
- G) Maximum number of days-in-succession scheduled is 7 days without Board approval.
- H) All out of U.S. trips are subject to Board approval. See # 10 SAFETY RULES.

14. LOGGING OF FLIGHT TIME

Each aircraft has a flight log. Hobbs time is logged for each flight along with the tach time. You are charged for the Hobbs time. The right-hand column of the logbook is for noting malfunctions or problems, which should be brought to the attention of a maintenance officer. If the problem is urgent, call one of the maintenance officers. This issue is more fully addressed in Section 11, MAINTENANCE.

It is the member's responsibility to check the flight log against the Hobbs and Tach before flight to insure that the readings are correct from the previous flight.

If the Hobbs meter indication is between two numbers, every member will ROUND UP to the next number.

If there is a discrepancy between the logged time and the Hobbs and/or Tach readings, note the discrepancy in the log. DO NOT

CHANGE THE PRIOR MEMBER'S ENTRY. THE DISCREPANCY WILL BE RESOLVED BY THE SCHEDULING OFFICER AND/ OR THE MAINTENANCE OFFICER.

15. REFUNDS FOR EXPENSES

NRI will refund maintenance expenses provided by off field FBO's that are required to safely complete a flight and return the aircraft to Buchanan Field. However, these expenses should be limited to airworthiness items and every attempt should be made to contact the Maintenance Officer prior to obtaining such service. The extent of the airworthiness issue may such that some service items could well be left alone and picked up during the craft's next maintenance inspection at NRI's maintenance facility at far lower cost than when done at a remote field.

While away from Buchanan Field, fuel is to be purchased at your own expense, and a refund will be issued upon presentation of the gas receipt to the Billing Clerk. Enclose the receipt with your monthly flying bill, and you may deduct it from the amount owed.

NRI does not pay your overnight costs, including Tie-Down expense, or costs related to airworthiness issues.

16. BOARD OF DIRECTORS

The Board of Directors establishes Club policy and rates, and makes decisions concerning aircraft disposition. The Club Officers conduct the routine business of the Club within the policy boundaries set by the Board. The Board generally meets monthly, with notices of meetings given in the Newsletter. All members are welcome at regular Board Meetings; however, only Board members have a vote at such meetings.

End

*NRI Flying Club
General Information/Rules*