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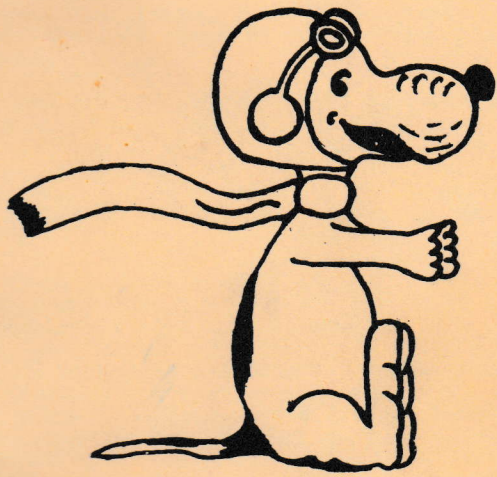
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STANDARD OPERATING PROCEDURES

ROOSEVELT ROADS NAVY  
FLYING CLUB

BY-LAWS

ARTICLE I - MEMBERSHIP CLASSIFICATION AND PRIVILEGES

Section 1. Membership shall be classified as Active, Associate, or Special, Inactive, and Suspended.

Section 2. Active, Associate and Special members shall be considered as those who have been favorably voted on by the Board of Directors of the Club, and who are not under Suspension or in an Inactive status. They shall be tendered all privileges and benefits within the power of the Club to bestow, except that Associate and Special members will not normally be authorized to vote.

- a. Should an active member be unable to attend a meeting or Club Function for some legitimate reason, duty, leave, TAD orders, etc., a Board member shall be notified prior to the Club meeting.

Section 3. An Inactive member shall be considered as one who has been granted such status by the Board upon that member's written request giving an explanation satisfactory to the Board of his inability to continue using Club equipment. All privileges accorded any other member of the Club shall be extended to a member of this classification except those of voting and using any of the Club equipment.

- a. The inactive member shall be required to pay token monthly dues during the period of absence at the amount of \$2.00 per month.

Section 4. A Suspended member shall be considered as one who has been temporarily denied all the privileges of membership in the Club by majority action of the Board. Dues assessments, and his responsibilities as a member of the Club shall continue, however. A period of suspension shall be limited to thirty (30) days at the end of which time the Board shall be required to take further action or the member shall automatically become again Active, Associate, or Special.

ARTICLE II - MEMBERSHIP APPLICATIONS, RESIGNATIONS AND EXPULSIONS

Section 1. The number of Active, Associate or Special 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 by each Active, Associate and Special member without undue restrictions. Memberships are not transferable.

Section 2. Applications for membership shall be addressed to the Secretary and submitted to the Treasurer with the required initiation fee. Membership shall provisionally become active with the payment of the required fees, final approval to be granted by the Board at the next Board meeting. In addition, individuals, E-4 and below (including comparable civilian ratings) shall be required to submit to the Board, a certificate of financial responsibility, with the signature of the appropriate division officer, or in the case of civilians, the immediate supervisor.

Section 3. Upon approval of the application by the Board, the Secretary shall place the new member's name on the membership list.

Section 4. A favorable vote of ninety (90) percent of the Active members of the Club shall be required to admit an applicant, who has been refused admission to the Club the Board, to Active, Associate or Special membership.

Section 5. Requests for resignation shall be addressed to the Secretary who shall, not later than the next regular membership meeting, bring them to the attention of the Board for action. Monthly dues and assessments shall become due and payable monthly until such resignation is received and acted upon by the Board, even though such member is no longer attached to an activity of the Naval Station. In no case shall a resignation be approved before all monies due the Club have been collected.

Section 6. For cause, the Board, in conjunction with a majority vote of the active members of the Club by secret ballot, may discontinue an individual's membership. Expulsion shall be effective immediately upon such action. Expulsion shall be automatic for any member who is more than sixty days in arrears in payment of monies due the Club.

#### ARTICLE III - FLYING REGULATIONS

Section 1. Flying regulations and other regulations deemed necessary shall be adopted and have the same force and effect as if published as a part of these By-Laws. These shall be called "Standard Operating Procedures (SOP's)". It shall be the responsibility of the Board to keep the Standard Operating Procedures current.

#### ARTICLE IV - DUTIES OF OFFICERS AND MEMBERS

Section 1. It shall be the duty of the officers to conduct the activities of the Club in an efficient and business-like manner and to safeguard the interests of the Club at all times.

Section 2. Nominations for officers will be by the members at the regular membership meeting prior to the election meeting. Anyone nominating a member for an office should feel that the nominee is capable of holding that office and desires that office. The Board will also nominate at least two persons for each office who meets the same qualifications as stated above.

Section 3. The President shall coordinate and direct the operation of the Club; preside at the meetings of the Club; appoint all committees, acting as ex-officio member thereon; and perform all other duties which properly pertain to his office.

Section 4. The Vice-President shall assist the President in the discharge of his duties and act as presiding officer in the absence of the President. He shall have complete charge of all elections except for those pertaining to the office of Vice-President, in which case an officer chosen by the Board shall preside. In the event of the absence of both the President and Vice-President at any regular or special meeting, the chairman shall be in the sequence of officers named in the Constitution.

Section 5. The Secretary shall conduct all correspondence at the direction of the Club or its officers, record the minutes of the Board and Membership meetings, and provide copies thereof at the direction of the President. He shall maintain custody of all current and important Club documents, and shall forward outdated documents to the Historian for file and custody. He shall maintain an adequate supply of all Club forms and keep current all Club rosters. He shall maintain a file of all membership applications and financial responsibility agreements. He shall be responsible for notification of all Board and membership meetings at least one week in advance. The Secretary shall serve as Chairman of the Secretarial Committee, and perform all other duties which properly pertain to his office.

Section 6. The Treasurer shall receive all Club monies and maintain all financial accounts. He shall make all authorized disbursements and prepare a monthly report of his official transactions. He shall collect all delinquent accounts, serve as Chairman of the Finance Committee and perform all other duties which properly pertain to this office.

Section 7. The Operations Officer shall be responsible for all flight operations. He shall determine when and where normal flight operations may be conducted and shall act as liaison between the Club, the Federal Aviation Administration and the local Command. He shall approve all Club business flights and certain cross-country flights as specified in the Standard Operating Procedures. He shall supervise and coordinate

aircraft scheduling and note violations thereof. He shall maintain in Club aircraft all required documents, lists, maps and certificates in accordance with FAA and Club regulations. He shall coordinate and supervise all functions of the Training Officer. He shall serve as Chairman of the Operations Committee and perform all other duties which properly pertain to his office.

Section 8. The Maintenance Officer shall be responsible for the prompt and efficient maintenance of all Club Aircraft in accordance with Club and FAA regulations. He shall direct maintenance operations so that there is minimal interference with scheduled aircraft operations. He shall maintain accurate work time cards for all individuals authorized to perform maintenance on Club aircraft at Roosevelt Roads, in order that proper disbursement may be made by the Treasurer for such services. He shall ensure that necessary aircraft parts and supplies are promptly procured and shall supervise all functions of the Supply Officer in this area. He shall make certain that a parts inventory of high usage rate items is maintained at an adequate level by the Supply Officer. He shall have authority to ground aircraft or to return aircraft to flight status. He shall serve as chairman of the Maintenance Committee and shall perform all other duties which properly pertain to his office.

Section 9. The Training Officer shall be responsible for all general training policies and procedures under the supervision of the operation officer. The Training Officer shall standardize and coordinate all ground and flight instruction and shall organize and supervise the ground school program and the educational program at the membership meetings. He shall direct the Supply Officer to order the necessary training materials and supplies. He shall ensure that all members, other than student pilots, have a recurrency check by a certified flight instructor at least once during each 12 month period. He shall coordinate the Club training program with the Safety Officer. He shall serve as Chairman of the Training Committee and perform all other duties which properly pertain to his office.

Section 10. The Safety Officer shall be responsible for maintaining an effective flight safety program. He shall coordinate the safety program with the Training Officer. He shall ensure that Club aircrafts are certified for flight in a safe airworthy condition, and that safety equipment is operable at all times. He shall have the power to ground any member for cause for a period not to exceed 30 days and at his discretion, to require a flight check by a certified flight instructor for any member. He shall promptly bring reports of violations to the attention of the Board for action. He shall promptly investigate all accidents involving Club aircraft

and report his findings to the President and the Board as soon as possible. He shall maintain a Pilot Qualification Folder for each member to ensure flight proficiency. He shall notify the Training Officer when each member is due for a recurrency check. He shall administrate the Club insurance program and make certain that adequate insurance coverage is maintained at all times. He shall serve as Chairman of the Safety Committee and perform all other duties which properly pertain to his office.

Section 11. The Supply Officer shall be responsible for the prompt accurate procurement of all parts and supplies necessary to support the operation of the Club. He shall maintain a parts and supply inventory of all high usage rate items at an adequate level, within the monetary limits funded by the Treasurer for this purpose. He shall expedite the procurement of emergency supplies and process routine supply orders in the interest of economy. He shall ensure that an adequate supply of oil and gasoline is maintained at all times. He shall be responsible for the security of all Club parts and supplies. He shall maintain a limited inventory of items for direct sale to the membership and an accurate record of all sales thereof. At monthly intervals, all receipts shall be transferred to the Treasurer. He shall serve as Chairman of the Supply Committee and perform all other duties which properly pertain to his office.

Section 12. The Sergeant-At-Arms shall ensure that proper conduct is maintained at all Club meetings. When directed by the President, he shall cause any member ruled out-of-order to be removed from the meeting. He shall be responsible for the procurement of a meeting place and all supplies, equipment, and training aids necessary for the conduct of the meeting. He shall be responsible for maintenance and security of the Club building, cleanliness and security of aircrafts, Club grounds and all Club equipment not under the jurisdiction of the Maintenance Officer, the Safety Officer or the Supply Officer. He shall maintain custody of all extra Club keys. He shall maintain accurate work time cards for all individuals who are authorized by the Board to perform work with compensation, in his area of responsibility, in order that proper disbursement may be made by the Treasurer for such services. He shall serve as Chairman of the Ways and Means Committee and perform all other duties which properly pertain to his office.

Section 13. The Public Affairs Officer shall ensure that a continuing publicity program is maintained for the Club, using whatever media is available. With the Secretary, he shall coordinate the dissemination of publicity concerning special events and announcements of general Club interest.

He shall submit all news releases to the President for approval prior to publication. He shall strive to maintain a favorable public and Command image of the Club. He shall be responsible for the dissemination of appropriate information concerning the Club to all new and potential members. He shall ensure that a "membership kit" is issued to each new member, in accordance with requirements determined by the Board. He shall have the collateral duty of Club Historian, responsible for the custody and security of all outdated Club records, documents and receipts. He shall serve as Chairman of the Public Affairs Committee and performs all other duties which properly pertain to his office.

Section 14. The duties of the Board shall be to act on all matters of policy; to determine the initiation fees, monthly dues, and flying charges; to act in a judicial capacity on violations of the Club rules; to determine the proper compensation for mechanics and instructor pilots; to protect the Club's interest and safeguard its welfare; to submit its findings and recommendations to the meetings for approval; and to audit the records and testify thereto.

Section 15. The duties of the members shall be to attend all meetings; 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 due caution and safety in flying; and to observe all State, Local, Club, and Federal Flying rules and regulations.

#### ARTICLE V - GENERAL FINANCES

Section 1. An initiation fee in an amount established by the Board of Directors shall be charged each new member at the time of submission of the membership application. Such fee shall not be refunded unless the individual is subsequently found not adaptable for flight training by a certified flight instructor or disqualified by failure to meet aviation medical standards at the time of the initial flight medical examination or as deemed necessary by the Board.

Section 2. Each member shall be required to share monthly dues and/or pre-paid in an amount to be determined by the Board. Certified flight instructors shall not be required to pay dues and/or pre-paid during any monthly period in which at least six hours flight instruction has been given to the Club members by such individuals. Dues and/or pre-paid shall not be required when this minimum requirement cannot be attained because aircraft are not available for instructional use. Club members, who are FAA certified mechanics, shall not be required to pay dues and/or pre-paid during any monthly period in which at least six hours maintenance or repair service has been performed for the Club by such individuals.

Section 3. All property, including aircraft and accessories, parachutes, etc., procured for the Club, shall be for the joint use of all members.

Section 4. In the event of any damage to any equipment belonging to the Club, except where provided for elsewhere in the Club regulations, the following specific rules shall apply:

- a. If any accident is caused through violations of Federal Aviation Regulations or local regulations, the members at fault shall be responsible for the uninsured portion of the damages not to exceed \$500.00.
- b. Any member is liable to the Club for any damage resulting from his own carelessness or negligence not to exceed \$500.00.
- c. In the event that the person at fault is unable to pay the total damages, balance of repair shall be taken from the Club Treasury. The account of the person at fault will be charged for this amount, and action will be taken to recover the amount from the person.
- d. The Board has the power to investigate accidents, and ground members of the Club for violation of good flying practices, and the power of expulsion for unsafe operation.

Section 5. No expense or obligation shall be incurred by members of the Club, except as set forth in the Constitution, By-Laws or other Club regulations. In no event shall any purchase be made in excess of \$1000.00 except by approval of a majority vote of the Board present at a regular or special board meeting. All checks or withdrawal slips must bear the signature of the President and the Treasurer, unless specific exception is made by the President, who may designate an alternate Board member to sign with the Treasurer. Such designation shall be for the entire term of the President.

Section 6. Any member of the Club finding it necessary to purchase parts or to have any repair work performed on the equipment of the Club in an emergency or on a cross-country flight may do so in his own name and, upon presentation of a properly receipted bill for such sales and/or service, shall be reimbursed or given credit by the Treasurer, not to exceed \$100.00.

Section 7. Assessments, as determined necessary by the Board, may be made on members of the Club by approval of a



majority vote of the active members present at a regular or special meeting of the Club.

Section 8. A separate fund shall be maintained to provide a reserve for Insurance renewal, engine replacement, and aircraft replacement. The Treasurer at monthly intervals shall deposit sufficient funds from the flight charges to cover the periodical requirement as determined by the Board.

Section 9. An audit of Club financial records shall be made by the Board at least once during each three month period. Special audits may be made at any time at the discretion of the Board or by a majority vote of the active members present at a regular or special meeting of the Club. The Treasurer shall be excluded from this audit but shall provide the necessary assistance for the conduct of the audit.

Section 10. Upon approval of the majority of active members present at a regular or special meeting of the Club, the Club may incur loans from Club members. These loans will be settled prior to any other financial claims on the Club. A written agreement shall be made between the Club and parties lending money with assistance of the station legal officer.

#### ARTICLE VI - DELINQUENT ACCOUNTS RECEIVABLE

Section 1. Aircraft flight charges shall be incurred on an "honor system". Members shall be permitted to utilize Club aircraft prior to billing with the understanding that all flight charges and dues will be promptly paid to the Treasurer at or prior to the monthly meeting.

Section 2. Should any member fail to comply with the provisions contained in paragraph one of this section, the following action shall be taken:

- a. Any member who does not satisfy his financial obligations to the Club by the monthly meeting shall be automatically placed in a suspended member status (Grounded) the following day, thereby denied the use of all Club aircraft and equipment until such bill is paid in full. Following the meeting the Treasurer shall post a list of all grounded members in a conspicuous place in the clubhouse.
- b. If payment is not received at or prior to monthly meeting, notice shall be sent out emphasizing the provisions of this article.

- c. Any member whose account has been delinquent for a period of thirty (30) days or more shall be required to submit to the Treasurer, in addition to the payment in arrears, a minimum of \$100.00 advance deposit on account against any future delinquency, before being permitted to utilize Club equipment. This advance deposit shall be returned to the member at the time of his resignation approval by the Board, provided that all monies due the Club have been collected. Personnel on TAD orders or short period of time in the area will also be required to make a \$100.00 advance deposit on their account.
- d. Any member who does not make payment within sixty (60) days of the billing date, shall be automatically expelled from the Roosevelt Roads Navy Flying Club.
- e. Necessary and appropriate legal action shall then be taken to collect all monies due the Club.

ARTICLE VII - MISCELLANEOUS

Section 1. Each member of the Club shall agree, in writing, to observe and abide by all rules and regulations of this Club with particular regard to Article VI of these By-Laws.


Section 2. These By-Laws hereby cancel and supersede all previous by-laws of the Roosevelt Roads Navy Flying Club.

Section 3. Any change or amendment to these By-Laws shall be attached hereto.

Approved this 26 day of November 1973  
by the membership of the Roosevelt Roads  
Navy Flying Club.

  
PRESIDENT

Approved this 26 day of November, 1973  
by the Commanding Officer, U. S.  
Naval Station, Roosevelt Roads,  
Puerto Rico.



ROOSEVELT ROADS NAVY  
FLYING CLUB

CONSTITUTION

ARTICLE I - NAME

Section 1. The name of this organization shall be the ROOSEVELT ROADS NAVY FLYING CLUB, hereinafter referred to as "The Club".

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. Upon the approval of the Commanding Officer, U. S. Naval Station, Roosevelt Roads, Puerto Rico, this Constitution is hereby established. This Constitution hereby cancels and supersedes all previous Constitutions of the Club.

Section 2. The purpose of this flying club is to provide Navy personnel and their dependents an opportunity for the wholesome use of leisure time in the interest of welfare, recreation, and morale.

ARTICLE III - BY-LAWS AND OTHER REGULATIONS

Section 1. By-Laws, Standard Operating Procedures and other regulations deemed necessary shall be formulated and, upon approval of the Commanding Officer, shall have the same force and effect as if published as part of the Constitution.

ARTICLE IV - MEMBERSHIP

Section 1. Membership of the club will be on a voluntary basis. Subject to the approval of the Commanding Officer, the following personnel are eligible to participate:

- a. Active members:
  - (1) Active duty military personnel.
  
- b. Associate members:
  - (1) Dependents of active duty military personnel.
  - (2) Retired military personnel and their dependents.
  - (3) Full-time civilian employees of the Department of Defense paid from appropriated or non-appropriated funds.
  - (4) Members of the Armed Forces Reserve.
  
- c. Special members as approved by the CNO.

ARTICLE V - OFFICERS AND THE BOARD OF DIRECTORS

Section 1. Elected officers for the Club shall be a President, Vice-President, a Secretary, a Treasurer, Maintenance

Officer, and Operations Officer; this group of officers shall be designated as the Board of Directors; hereinafter referred to as the Board and shall be elected by a majority secret vote of the active members of the Club for a term of six (6) months. Candidates shall be nominated at the meeting preceding the election. The officers elected shall be installed at the following meeting after the election.

Section 2. Officers to be appointed by the newly elected President immediately following the election, with the approval of the elected members of the new Board, shall be a Training Officer, a Supply Officer, a Sergeant-At-Arms, a Public Affairs Officer (PAO), and a Safety Officer.

Section 3. Elections for the Offices of President, Vice-President and Secretary shall be held at the January and July membership meetings. Elections for the Office of Treasurer, Maintenance, and Operation shall be held at the April and September membership meetings.

Section 4. In the event of the vacancy of an elected office, members of the Board shall appoint a temporary officer to serve until the next membership meeting, at which time a special election shall be held to fill the vacancy. In the event of a vacancy of an appointed office, an officer shall be appointed by the President, subject to the approval of the Board.

Section 5. An officer of the Club may be removed for cause by a majority written vote of the active members. Such action may be appealed to the Commanding Officer.

Section 6. The Board of Directors shall have the authority to act on any and all matters concerning the Club excepting those requiring a vote or as otherwise specifically provided for by the By-Laws or regulations of the Club. Obligations of the Club must be presented to and approved by the Board before payment is made. All checks or withdrawal slips must bear the signature of at least two members of the Board of Directors.

#### ARTICLE VI - QUORUMS AND MEETINGS

Section 1. A regular membership meeting shall be held at least once each month.

Section 2. The quorum for all membership meetings shall be at least thirty-three and one-third (33 1/3) percent of the voting membership in good standing, including at least a quorum of the Board. The quorum for all Board meetings shall be three (3) members of the Board.

Section 3. Upon written request of at least thirty-three and one third ( $33 \frac{1}{3}$ ) percent of the Voting Membership, the President shall be required to call a special membership meeting. He also may do this at his own discretion. All members shall be notified, if 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 4. Board meetings shall be held at the discretion of the Board or may be called at the discretion of the President. A minimum of one Board meeting shall be held each month.

#### ARTICLE VII - VOTING

Section 1. Only active members and those associate members and special members individually authorized in writing by the Commanding Officer shall be allowed to vote on any matter requiring a vote and they shall be entitled to only one (1) such vote.

Section 2. It shall require a majority vote of those members present to effect passage of a resolution except when otherwise provided for in the Constitution, By-Laws or Club regulations.

Section 3. There shall be no absentee or proxy voting.

Section 4. All matters raised at a Board meeting shall require a two-third ( $2/3$ ) majority to be passed.

#### ARTICLE VIII - FINANCE

Section 1. Initiation fees of all members shall be payable when applications are submitted for approval. Each member shall share monthly dues, in an amount to be determined by the Board, sufficient to cover insurance and finances. The Board shall set rates to be charged for flying time sufficient to cover cost of operation and a sum to be set aside for repairs. All members are required to share equally any monthly or fiscal obligations of the Club.

#### ARTICLE IX - LIABILITY

Section 1. Adequate and proper aircraft insurance, in accordance with OPNAVINST 1710.2 Series shall be carried at all times.

Section 2. Adequate and proper insurance shall be carried at all times to protect the membership from liability. No expense or obligation whatsoever shall be incurred by members of this Club except as incurred and set forth within these By-Laws and Constitution.

ARTICLE X - DISSOLUTION

Section 1. Upon dissolution of the Club, three (3) 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 and money rightfully due to members such as refunds or salaries in accordance with the regulations of the Club.

ARTICLE XI - AMENDMENTS OR CHANGES

Section 1. Amendments or changes to this Constitution can be effected only by a fifty (50) percent favorable vote of the total voting membership of the Club and subsequent approval of the Commanding Officer.

Section 2. Any proposed amendment or change shall be voted upon at the next regular membership meeting following that at which the proposal is made and in the event of favorable action, the amendment or change shall go into effect immediately upon approval by the Commanding Officer unless otherwise specifically provided.

Section 3. Any change or amendment to this Constitution shall be attached hereto.

Approved this 26 day of November, 1973  
by the membership of the Roosevelt Roads  
Navy Flying Club.

  
Simon R. Fishbein  
PRESIDENT

Approved this 26 day of November, 1973  
by the Commanding Officer, U. S. Naval Station,  
Roosevelt Roads, Puerto Rico.

Frank Cramlet

## STANDARD OPERATING PROCEDURES (SOP)

### FLYING REGULATIONS OF THE ROOSEVELT ROADS FLYING CLUB

#### 1. PURPOSE:

- a. To regulate the operation of Club aircraft and to provide safe and equitable flying for all Club members.
- b. To establish procedures governing flying privileges and restrictions.
- c. To establish penalties for violations of flying rules and regulations.

#### 2. SCOPE:

- a. These regulations are applicable to all members. In any case where regulations promulgated by higher authority conflict with these regulations, the regulations of higher authority shall rule, including the F. A. R.'s. These regulations hereby cancel and supersede all previous Standard Operating Procedures.

#### 3. DISSEMINATION:

- a. A copy of all Club rules and regulations shall be distributed to each member of the Club. In addition, a copy shall be posted in the Clubhouse.
- b. It is the responsibility of each member to frequently review these regulations, and the F. A. R.'s, in order that a current knowledge of these may be maintained at all times.

### REGULATIONS

#### A. PRIVILEGES:

1. The right to pilot an aircraft owned and operated by the Club shall be a privilege accorded only to active, associate and special members and to those members of other clubs with which the Roosevelt Roads Navy Flying Club has a reciprocal flight agreement.
2. Only those members who possess a valid membership card, shall be allowed to pilot or train in Club aircraft.

3. No member of the Roosevelt Roads Navy Flying Club shall rent or lend Club equipment to any person or group of persons for any purpose whatsoever. No member shall schedule Club aircraft for the use of anyone not a member of the Club.

4. Only those members holding a pilot certificate with a rating other than student pilot may carry passengers in club aircraft, provided that the club member is in command of the aircraft at all times.

**B. PROFICIENCY:**

1. Active members holding a pilot certificate with a rating other than student pilot:

a. The initial checkout of new members shall include:

(1) A flight check at the same level of complexity and proficiency as the F. A. A. Flight test for the certificate held by that member.

(2) An overwater dual flight check before the member is cleared for overwater cross country.

(3) Course rules exam.

b. Subsequent checkouts in other club aircraft will be the same as initial checks less the cross country features and course rules exam.

c. Each checkout will include the make and model exam.

d. Passengers shall not be carried in club aircraft unless complying with F.A.R. No. 61.47, 61.73, and 61.101.

e. With the exception of instrument rated pilots, no member will pilot any club aircraft during the period from civil sunset to civil sunrise unless there is a minimum ceiling of 2000 feet and 10 miles visibility. All pilots operating during the above period of time must have an IFR weather briefing and no flights shall be undertaken if the weather briefing indicates thunderstorms enroute. The requirements for an IFR weather briefing will be effective for all night flights and will be held in abeyance only for local flights within a 10 mile radius of the field. In addition, the following requirements for



night flight shall apply:

- (1) Total pilot time - 100 hours.
- (2) Total of 10 hours logged instrument time.
- (3) Checkout by a Club CFI in local and cross country night flying.
- (4) The following aircraft equipment will be operational and lighted:
  - (a) In accordance with F. A. R. No. 91.33.
  - (b) Rotating beacon.

No overwater night flights are permitted. An exception may be made by the President, together with the Operations Officer.

- f. Before solo flight in the T-34, each pilot shall be required to have a minimum of 100 hours logged flight time and sufficient dual instruction to ensure complete competency in the operation of variable pitch, retractable gear aircraft.
  - g. All members, other than student pilots, shall be required to have a recurrency check by a certified flight instructor at least once during each twelve month period. The member shall be required to demonstrate his ability to pilot an aircraft by reference to instruments. The instructor shall note bad habits or unsafe flying practices which might result in an accident.
  - h. All operations shall comply with all applicable F. A. R. 's.
2. Active members holding a Student Pilot Certificate:
- a. All student instruction will be conducted by FAA Certified Flight Instructors at a rate determined by the Board. Student pilots shall be under the direct control of Club flight instructors during all phases of training. Flight instructors shall ensure conformance with all Federal Aviation Administration and Club regulations.
  - b. A flight check by a certified flight instructor, with appropriate log book endorsement, shall be required prior

to solo flight, when the student pilot has not received dual instruction within the preceding 30 days.

- c. Student pilots shall not be permitted to solo any Club aircraft until the written course rules examination has been passed.
- d. All student pilots who have not successfully completed the written FAA Private Pilot Examination shall be required to complete or be enrolled in a course of instruction in the Club Ground School, before solo cross country flying Club aircraft. The cost of this instruction shall be at a rate to be determined by the Board. Members who register for Ground School shall be billed for the entire course at the time of registration and no refunds will be made except under circumstances qualifying for inactive membership. Waiver of this Ground School requirement may be made only by the Board.
- e. Student pilots-in-command of club aircraft shall be required to identify as student solo pilots each time initial radio contact is made with the control tower. This will enable the controller to provide a greater safety margin by providing more detailed instructions.
- f. Club aircraft shall not be flown on overwater flights by student pilots except when passing outboard of Capehart enroute to Humacao.
- g. Club aircraft shall not be flown by solo student pilots during periods when surface winds are over 20 MPH, or when gusts exceed surface winds by 10 MPH.
- h. Solo student cross country flights shall be approved by Club flight instructors.
- i. No solo students shall fly on a local flight with any clouds reported below 1500 feet.

3. In the event that FAA certified flight instructors are not available for club training, check pilots may be designated to serve in a limited capacity in certain areas of training and instruction, provided that no regulations of the Federal Aviation Administration are violated. Designated check pilots shall be flight checked by a certified flight instructor and will be re-checked when deemed appropriate by the Safety Officer.

4. The following general rule shall apply to all members: EACH INDIVIDUAL MEMBER SHALL BE REQUIRED AT ALL TIMES TO MAINTAIN A FLIGHT PROFICIENCY NO LOWER THAN THAT REQUIRED FOR THE PARTICULAR CERTIFICATE WHICH HE HOLDS.

C. LOCAL FLIGHT REGULATIONS:

1. The local flying area established for the Roosevelt Roads Navy Flying Club is a 30 mile radius centered at Ofstie Field. All over-water flights, regardless of distance, are considered to be out of the local flying area.

2. All traffic patterns at Ofstie Field shall be flown at 800 feet MSL, except during that period from civil sunset to civil sunrise, at which time the pattern altitude shall be 1600 feet MSL to provide a 400 feet clearance over the hills northwest of the field.

a. The normal traffic pattern for Runway 06 shall be left.

b. The normal traffic pattern for Runway 24 shall be right.

3. Traffic permitting, straight-in approaches will be authorized for Runway 06, and modified right base approaches will be authorized for Runway 24. For control zone entry for landing, aircraft shall report 10 miles out, or use one of the following visual reporting points:

a. Naguabo

b. Humacao

c. Fajardo

d. Palominos Island

4. Pilots in aircraft requesting right turn out from Runway 06 shall fly outboard of Capehart Housing at an altitude of 800 feet MSL until clear of Roosevelt Roads traffic area.

D. SCHEDULING:

1. Aircraft scheduling shall be maintained on a first come, first served basis. Aircraft shall be scheduled in the name of the pilot for a period of time sufficient to ensure that the aircraft will be ready on the line for the next scheduled member. Members will schedule for the exact time that the aircraft will be utilized, with allowance for pre-flight and post-flight procedures. Aircraft shall not be overscheduled.

2. To protect the rights of all members, it is mandatory that aircraft be returned and ready on the flight line at the time scheduled for the next flight. Delay in returning an aircraft to the flight line will be justified only when it is determined that an unavoidable circumstance is the cause of nonmaintenance of the scheduling commitment.

3. Flights must be cancelled if it is determined that the aircraft will not be ready on the flight line at the time scheduled for the following flight. This regulation shall apply in all cases even when the aircraft is returned late to the flight line through the negligence of the previous scheduled member.

4. Scheduling of more than one aircraft by any one member for the same period is prohibited.

5. Scheduled aircraft shall be considered free if the scheduled member fails to claim the aircraft within 30 minutes after the scheduled time.

6. Two place aircraft, except the T-34, shall be reserved for student instruction on Saturdays, Sundays, and Holidays. Rated pilots working toward additional ratings shall be considered students for scheduling purposes. Periods unscheduled for student instruction 24 hours in advance shall be made available for all other members.

7. Two place aircraft shall be limited to 2 hour scheduling periods for flights other than cross country. No more than 2 periods may be scheduled per day by any one member. Two periods may not be scheduled consecutively.

8. Two place aircraft shall be limited to 4 hour scheduling periods for qualified students in cross country flights, with the exception of the 100 mile flight. No more than one such period may be scheduled per day by any student pilot. This limitation shall not apply to rated pilots.

9. The approval of the President and the Operations Officer shall be required for all overnight flights. The proposed flight plan shall be submitted to the Operations Officer with the request for flight approval. The current demand for club aircraft will be considered in making a decision and the minimum number of hours required. In no case will such flights be approved for a period longer than 6 days, or for student pilots.

10. Any flight outside the local flying area shall be deemed a cross country flight.

A minimum charge for cross country flights on weekends and holidays shall be made consisting of 2 hours flight time applicable to the total flight time when the aircraft is scheduled for a period of 6 or more hours.

11. Each member shall be limited to one scheduled period of 6 or more hours on weekends and holidays in any 30 day period. Rescheduling shall be permitted in the event that such scheduled flight is cancelled. Aircraft not scheduled 24 hours in advance of the weekend or holiday shall be made available without restriction.

12. A minimum charge of one flight hour shall be made during weekdays when the aircraft is scheduled for a period of 6 or more hours and will apply for each 24 hour period of absence.

13. Each member's right to utilize a properly scheduled aircraft shall not be pre-empted by any other member, except by the President or the Operations Officer for legitimate cause.

14. Failure to cancel scheduled flights 24 hours in advance for other than unavoidable reasons will result in a fine of \$2.00 per hour for each hour scheduled.

15. Flights conducted exclusively for club business shall be approved by the Operations Officer, or in his absence, the President. A special business flight rate shall be set by the Board for each type aircraft as an inducement for member pilots to accept those flights. When practical, aircraft with the lowest hourly flight rate will be utilized for business purposes.

#### E. FLIGHT PLANS:

1. The President of the Roosevelt Roads Navy Flying Club shall:

- a. Issue to personnel authorized to fly club aircraft, a membership card to be carried by the member. This card shall include the person's name and aircraft type in which qualified. Aircraft qualifications shall be certified by the initial of the club president or club member FAA certificated flight instructor. The Air Operations Duty Officer shall not approve a flight plan for any person who cannot display this card upon request.
- b. Provide the Air Operations Duty Officer two (2) copies of a list of current club aircraft, this list shall include at least the registration number,

manufacturer, type aircraft and color.

2. The pilot in command shall submit a properly completed flight plan, in person, to the Air Operations Duty Officer for approval for all flights outside the authorized local flying area or with landings at airports other than Roosevelt Roads or Humacao. For all local flights within the authorized local flying area and practice landing at Humacao the pilot-in-command can file a properly completed FAA flight plan by telephone, to the Flight Clearance Operator (phone 4054) and shall file a copy at the clubhouse.

3. a. The FAA Flight Plan, Form 7233-1 shall be used for all flights.

b. The FAA Flight Plan, Form 7233-1 shall indicate "local" for all VFR Flights within the authorized local flying area (within a 30 mile radius of Ofstie Field) when the flight originates and terminates at Roosevelt Roads and no landings are intended except at Humacao where practice landing may be made.

4. Weather Briefing. The pilot shall obtain a weather briefing on existing and forecast, local and enroute weather from the NWSed Duty Forecaster and have the appropriate stamp affixed to the flight plan prior to submission to the Air Operations Duty Officer. For local flights ONLY the weather briefing may be obtained by phone.

5. All flights shall be made within the time limits specified in the flight plan, if at all possible. When modification of a flight plan is necessary, prompt action shall be taken for proper notification of this.

6. The pilot-in-command shall ensure that the flight plan has been properly closed out at the end of each flight.

7. Authorized landing areas will be approved by the Board and posted in the Clubhouse.

#### F. PHYSICAL CONDITION:

1. No member shall operate club aircraft if he has partaken of alcoholic beverages within the preceding 12 hours. (12 HOURS FROM BOTTLE TO THROTTLE) "24 hours from BIG BOTTLE".

2. Aircraft shall not be operated when the pilot is extremely fatigued or emotionally upset.

3. Self medication or the taking of medicines in any form by flying personnel without medical supervision is extremely hazardous. Even simple remedies which are obtainable without prescription, such as aspirin, cold tablets, cough medicines, laxatives, mild tranquilizers, or sleeping pills, and many others may seriously impair the coordination and concentration required in flight. Hallucenogenic products such as marijuana, LSD, glue sniffing, heroin, and all other narcotics are, of course, strictly forbidden for all aviation personnel. Therefore, aircraft shall not be operated by a pilot who has taken any pills or medicines in any form within the preceding 24 hours.

4. Aircraft shall not be operated above 10,000 feet, or by a pilot who is hypoxic from oversmoking.

5. No member shall pilot an aircraft at an altitude higher than 1500 feet MSL, if he has participated in the sport of "scuba diving" within the preceding 24 hours.

#### G. PRE-FLIGHT:

1. It shall be the responsibility of the pilot-in-command of any Club aircraft to perform a complete pre-flight examination prior to starting the engine. During this examination, the member shall accomplish the following:

- a. The club Operational Flight sheet shall be completed in all appropriate sections.
- b. All weight and balance data shall be thoroughly checked.
- c. Any objects carried in the passenger cabin must be properly secured and free of the controls.
- d. The fuel quantity shall be double checked for the proposed flight, allowing 60 minute supply at destination in reserve.
- e. Utilizing a transparent container, fuel contamination shall be checked at the time of the first flight of the day, and, thereafter, each time the aircraft is refueled. Fuel samples shall be taken from the engine and wing tank quick drains.
- f. The oil supply shall be checked.
- g. The prescribed "walk around" pre-flight inspection shall be completed.

2. During pre-flight, the pilot-in-command will make certain that the following is posted or carried in the aircraft:

- a. Pre-flight and post-flight check lists.
- b. A map of the local flying area.
- c. A list of standard tower light signals.
- d. The FAA number of the aircraft
- e. A list of the operating frequencies of all airfields within the normal cruise range of the aircraft.
- f. All FAA documents required to be carried aboard the aircraft.

(SHOULD DISCREPANCIES BE NOTED, THE OPERATIONS OFFICER SHALL BE NOTIFIED IMMEDIATELY)

3. If a night flight is planned, an operational flashlight shall be required, in the event of lighting failure in the passenger cabin.

4. No aircraft shall be flown if pre-flight inspection reveals a total of 5 or more cowl screws missing, or more than 3 consecutive screws missing.

5. Aircraft engines shall not be hand started unless there is a pilot, qualified for solo flight, at the controls. This requirement may be waived in an emergency situation, provided that all wheels are securely checked and strong, tight and secure tie-downs are affixed to both wings and tail, or in a situation when a student pilot is at the control and is under the direct supervision of a certified flight instructor.

6. Aircraft shall not be flown if engine runup magneto check prior to take-off indicates rough running or popping engine or more than a 75 R.P.M. differential or maximum 125 R.P.M. drop. To avoid damage to the propeller, aircraft engines shall not be run up in any area where loose gravel or stones are present.

7. Radio contact with the control tower shall be established prior to taxi from the club parking ramp. Such contact shall be maintained at all times during ground or air operation within the air traffic control zone.

8. Each member shall be held responsible for the aircraft scheduled, from the moment he commences the pre-flight examination until the air-



craft has been properly serviced and secured after the flight.

#### H. RADIO PROCEDURES:

1. Tower transmissions indicating clearance to take off or land shall be repeated back to the tower.
2. Aircraft having no communications or unsatisfactory communications shall not be permitted to depart the station until the discrepancy has been corrected.
3. Aircraft experiencing radio difficulties of failure while airborne shall fly inboard of duty runway between the control tower and the parallel taxiway, at an altitude of 800 feet MSL showing a landing light and rocking the wings, watching for the appropriate light signal from the control tower, being particularly alert for other aircraft in the traffic pattern.
4. Radio transmissions shall be kept to a minimum at all times. Only essential transmissions are to be made.
5. When there is a student solo pilot at the controls, he shall so advise the controller on initial contact with the control tower; this will enable the controller to provide a greater safety margin by giving more detailed instructions.

#### I. OVERWATER SURVIVAL EQUIPMENT:

1. Each person in an aircraft making an overwater flight must wear an approved type life vest equipped with whistle and flares at all times during the flight. The pilot shall ensure that all passengers are properly instructed concerning the use of the survival equipment and appropriate emergency procedures.

#### J. AEROBATICS AND FORMATION FLYING:

1. Aerobatics shall be performed only within the limits certified for a particular aircraft and in accordance with FAA regulations.
2. Formation flying (Definition: closer than 500 feet), in Club aircraft shall not be permitted.

#### K. CUSTOMS:

1. All Customs rules and regulations shall be strictly adhered to. The pilot shall ensure that the aircraft and passengers are properly

cleared through the Customs and Immigration Service, when required by U. S. Government Regulations or Foreign Governments.

L. GENERAL SAFETY GUIDELINES:

1. Weather:

- a. Always check the weather prior to any flight to establish the "enroute forecast", "enroute conditions", and an "escape route" to good weather.
- b. In flight, never get even close to losing good ground reference control. Unless current and qualified for IFR, plan to retreat to a good alternate airport when encountering 1200 feet ceilings, or when visibility is reduced to 5 miles. Execute such retreat when encountering 1000 feet ceilings, or when visibility is reduced to 3 miles or less.
- c. Never fly "on top", except over widely scattered clouds, and then only provided there is at least 2000 feet from the highest ground to cloud base.
- d. Never fly at night unless assured of 2000 feet ceilings and 10 miles visibility. Check to determine that no isolated showers, storm conditions, ground fog, or frontal conditions will be encountered.

2. Controls and Systems:

- a. Never operate any aircraft without being thoroughly familiar with the operation and correct use of all controls and systems.
- b. Never start the engine, start take-off, start landing, start cruising, or start let-down until all prescribed procedures are accomplished, from a memorized "check list" and immediately thereafter "double checked" against a written "check list".
- c. Never attempt to operate an aircraft with a known malfunction. Should a malfunction occur in flight immediately head for the nearest airport.
- d. Never raise flaps after landing retractable gear aircraft until after "double checking" the control which is being activated.

- e. Always be alert for the formation of carburetor ice. Use carburetor heat at the first indication of carburetor icing.

3. Speed/Stall control:

- a. Never abruptly change the attitude of any aircraft, nor allow the airspeed to drop below:
  - (1) At least 160% of stall speed when maneuvering below 1000 feet.
  - (2) At least 140% of stall speed during straight approach or climb out.
  - (3) At least 120% of stall speed over threshold and ready for touchdown.

4. Take-Off or Landing Area:

- a. Never take off or land unless on designated airports with known, current runway maintenance.
- b. Restrict operations to runway lengths equal to the aircraft manufacturer's published take-off or landing distance plus 80% safety margin, if the runway is hard surfaced. Double the required landing distance if the runway is sod, and triple this distance if the area is wet grass (about the same traction as ice).
- c. Never operate at night except on well lighted, night operated airports, and then using a steeper approach altitude to clear unlighted obstacles.

5. Take-Off or Landing Limits:

- a. Always plan the touchdown 200 feet inside of the runway threshold.
- b. Abort any take-off if not solidly "airborne" in the first 1/2 of the runway.
- c. Abort any landing if not solidly "on" in the first 1/3 of the runway. (First 1/4 if wet grass).
- d. Never relax the controls until the aircraft has ceased to "roll".

- c. The gust lock shall be properly installed.
- d. The seat belts shall be secured.
- e. Excess gear shall be removed from the aircraft and stored in the proper area.
- f. Unless by mutual agreement with the next scheduled pilot, the aircraft shall be completely fueled, and the gas caps secured.
- g. The aircraft shall be locked.
- h. Aircraft keys shall be returned to the proper storage area in the clubhouse.
- i. The Operational Flight sheet shall be completed. All entries shall be legibly made.

8. The pilot-in-command shall make certain that the aircraft is properly secured and protected from the winds and weather. This is particularly important when the aircraft is parked away from the club parking ramp at times in which the pilot is not in the area of the parked aircraft.

9. Any member of the club finding it necessary to purchase fuel, oil, parts, or to have any repair work performed in an emergency while on cross-country flight shall do so at his own expense. Upon the presentation of a properly receipted bill for each sale or service, the member shall be reimbursed for such legitimate expenses by the Treasurer. Members will be reimbursed for fuel and oil changes only to the extent of current club costs for fuel and oil. Members shall not be reimbursed for hanger, tie-down or landing fees.

#### N. MAINTENANCE:

1. Aircraft operated by the Roosevelt Roads Navy Flying Club shall be maintained in accordance with all regulations of the Federal Aviation Administration. In addition to the required 100 hour and periodic inspections, a 25 hour inspection shall be conducted on club aircraft. It shall be the responsibility of the member flying the aircraft when each inspection becomes due to immediately notify the Maintenance Officer of this.

2. Maintenance on club aircraft shall be performed only by, or under the direct supervision of, an FAA Certified Mechanic. In certain cases, individuals other than FAA Certified Mechanics may be authorized to perform limited maintenance on club aircraft, provided that such authorization is granted in writing by the Board, and no FAA regulations are violated.

3. No individual may remove any unit from an aircraft for maintenance without the approval of the Maintenance Officer. The unit shall be inspected by an FAA Certified Mechanic prior to re-installation in the aircraft.

#### O. ACCIDENTS:

1. Accidents involving club aircraft shall be reported in accordance with FAA regulations.

2. In the event of any accident involving aircraft damage, no matter how minor, or any incident compromising safety, such as near-miss the Station Aviation Safety Officer, the Club Safety Officer, and the Club President shall be notified as soon as possible.

3. Any member involved in an aviation accident, whether the aircraft is operated by the Club or not, shall be subject to a flight check before he may again operate Club aircraft.

4. The Club Safety Officer shall promptly investigate accidents involving Club aircraft. He shall report his findings to the President and the Board as soon as possible.

#### P. VIOLATIONS:

1. The Board of Directors shall have the power to penalize members for the violation of FAA regulations, rules and regulations of the Roosevelt Roads Navy Flying Club, local Navy Flight regulations, or safe flying habits. The Board shall have the power to recommend expulsion of any member, subject to majority approval of the active membership at a membership meeting.

2. The Club Safety Officer shall have the power to ground any member for cause for a period not to exceed 30 days, and, at his discretion, to require a flight check by a certified flight instructor for any member.

3. All flight or ground incident, accident or violation reports shall be forwarded to the President of the Flying Club, who in turn shall report to the Air Operations Officer, in writing, within five (5) days of the action taken by the Flying Club.

4. Member receiving local flight violations shall be required to stand a 4 hour daylight watch in the control tower, if so directed. Such members shall be grounded until such time as the required watch has been completed.

5. To ensure proper operation of the Roosevelt Roads Navy Flying Club, due respect for the rights of all members, and the development of safe flying practices by all members, the Board should be notified of any violations as contained in paragraph 1. of this section. Violation reports should be submitted in triplicate to the Safety Officer, within 3 days of the occurrence, for action by the Board. All pertinent information should be included in the report. The member who is the subject of the violation report shall be notified of Board receipt of the report. He shall be provided the opportunity to submit to the Board a written defense to the charges contained in the violation report. All action taken by the Board shall be final.

Q. CHANGES, AMENDMENTS, AND ADDITIONS:

1. Any changes, amendments, or additions to these Standard Operating Procedures shall be attached hereto, with the approval of the Board of Directors of the Roosevelt Roads Navy Flying Club.

APPROVED THIS DAY \_\_\_\_\_ 1972, BY:

Board of Directors, Roosevelt Roads Navy Flying Club.



PRESIDENT

APPROVED THIS DAY \_\_\_\_\_ 1972, BY:

Commanding Officer, U. S. Naval Station, Roosevelt Roads, P. R.



COMMANDING OFFICER