



New Jersey's Oldest Active Flying Club — Organized 1938

Jersey Aero Club, Inc.

By-Laws

Flying Rules

(Includes general information)

Serving the Flying Community Since 1938

New Jersey's Oldest Active Flying Club

www.JerseyAeroClub.org

Revisions:

- April 14, 2005 As amended by the B. O. D. April 14, 2005
- Oct 19, 2006 (a) Chap 13B quorum to 15%
(b) New Flight requirements
- March 16, 2010 Correction to Flying Rules numbering system.
- March 10, 2011 Flying Rules change: 6 Debt collection.
- April 15, 2011 Renumber Chap 22 to Chap 23, Add Chap 22: Financial Obligations.
- June 6, 2013 (a) Clarified when dues start for new members (Chapter 18, Section B).
(b) Added option for refund of Entrance Fee (Chapter 19, Section B).
(c) Amended Flying Rule 43 for refund option.
- February 5, 2015 Updated meeting time and location in Chapter 13 and Gen. Club Info.
- February 2, 2017 By-laws amendments:
(a) Provide for recall elections (Chapter 10)
(b) Allow appointment of trustees and chief instructor at other times (Chapters 11 and 12)
(c) Remove specified meeting time from by-laws (Chapter 13, Section A)
(d) Permit members with any type of pilot certificate (Chapter 15, Section B)
(e) Change membership classes to Probationary, Full, and Honorary (Chapter 16, Section A) and delete now inapplicable Sections B and C
(f) Change board meeting attendance requirement to before second reading (Chapter 16, Section E)
(g) Clarify wording regarding not sponsoring a new member while in Probationary membership class (Chapter 16, Section G)
(h) Add new Chapter 16A defining Student, Flying, and Non-Flying categories of flight status
(i) Add new Section E to Chapter 18 giving the board discretion to waive the dues of certain members
- Flying Rules amendments:
(j) Allow prospective members to take introductory flights (Rules 4-b, 20; new Rule 20A)
(k) Clarify the relationship with instructors (new Rule 20B)
(l) Add restriction on solo student flight (new Rule 20C)
(m) Delete note applicable to paper scheduling system (Rule 32)
(n) Clarify new pilot/member cross country restrictions (Rule 41)
(o) Update minimum flying time to minimum flight revenue, clarify language in light of new categories of flight status (Rule 43)
(p) Add new Rule 43A requiring tachometer gaps to be reported
- Flight Requirements updates:
(q) Specify restrictions based on category of flight status
(r) Update Saratoga type and requirements
- Application updates:
(s) Change board meeting attendance requirement to before second reading (Condition 3)
(t) Add new Condition 12 requiring liability waiver

Revisions:

(u) Add new Condition 13 advising applicants to obtain a medical certificate

General:

(v) Corrected many typographical errors, improved formatting

September 7, 2017 Flying rule amendments:

(a) Eliminate request-for-aircraft procedures (Rules 30, 31)

December 6, 2018 Flying rule amendments:

(a) Allow Chief Instructor to modify checkout requirements (Rule 22)

(b) Remove minimum time requirement effect with flying year 2019 (Rule 43)

February 21, 2019 By-laws amendments:

(a) Change “remuneration” to “dues obligation reduced” (Chapters 3 and 11.B)

(b) Allow email as written correspondence (Chapter 3.D)

(c) Codify current practice with regard to probationary members (Chapter 5.H)

(d) Board has the authority to suspend flying privileges (Chapter 5.J)

(e) Update nominating procedure in case of one meeting per month (Chapter 6)

(f) Update election procedure in case of one meeting per month (Chapter 7.A)

(g) Update to trustee duties (Chapter 11.B)

(h) Update to chief instructor duties (Chapter 12)

(i) Update member application process (Chapter 16.E)

(j) Add board meeting requirement for probationary members (Chapter 16.G)

(k) Add new member responsibility (Chapter 16.J)

(l) Allow dues suspension for education (Chapter 18.E.4)

(m) Permit dues forgiveness for instructors (Chapter 18.F)

(n) Require certified mail before expulsion (Chapter 20.B)

(o) Clarify member financial obligations (Chapter 22)

Flying Rules amendments:

(p) Clarify PIC requirements (Rules 3, 4.c, 4 note)

(q) Clarify member financial obligations (Rule 6)

(r) Change “pilot/PIC” to “member” (Rules 7, 44)

(s) Clarify that the board approves instructors, instructor list should clearly show member- vs nonmember-instructors (Rule 19)

(t) Restrict certain procedures to member-instructors (Rules 20A.a, 23, 25, 26, 27, PIC minimums)

(u) Clarify checkout requirements for student members (Rule 22)

(v) Add orientation checklist requirements (new rules 22A and 27.e)

(x) Add nonmember-instructor (Rule 38)

(y) Delete extended flight resume requirement (Rule 39)

Flight Requirements updates:

(z) Clarified that member-instructors are required for checkouts

Cross Currency updates:

(aa) Fixed Warrior type and Saratoga type

General info updates:

(bb) Removed non-public information (to appear in membership welcome packet)

Application updates:

(cc) Remove membership and DIF applications (to appear in separate files)

May 1, 2019

Flying Rules amendments:

(a) Add Cessna aircraft to Rule 23

(b) Add Cessna N4179U to PIC minimum and cross currency tables

Revisions:

March 19, 2020

Flying Rules amendments:

- (a) Revise Rule 20 to permit probationary members to instruct as if non-members
- (b) Update PIC Minimums and Cross Currency tables to add N73335 and delete N4179U, add Cessna 172 as an approved initial aircraft
- (c) Add new Rule 23A regarding using non-club aircraft for currency
- (d) Restore Minimum Time as a monthly pre-paid obligation
- (e) Add a new section to Rule 20C prohibiting student night flights

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FOREWORD

The Jersey Aero Club is a non-profit organization formed and operated for the purpose of providing a way of flying quality aircraft as inexpensively as possible for as many pilots as possible, and therefore, to aid in furthering general aviation. At this date, over 1800 applications for membership have been accepted since the Club's organization.

The Club, at this date, has 4 aircraft of various size and cost, which are kept in the best condition possible.

Membership in the Jersey Aero Club is a privilege. Continued benefits of this membership privilege depend on the active cooperation of all members to help administer the Club and to keep the Club equipment in good condition. The Club's officers and trustees have a big job to do and every member should try to help.

Meetings are held the first and third Thursdays of each month, and every member should make an effort to attend as many as possible.

PAST PRESIDENTS

1939-41	Richard Wallace	1985	Lawrence E. Rook
1942-46	Edwin Wooley	1986	Robert B. Kraeuter
1947	Thomas MacFeely	1987	Ronald E. Pietkewitz
1948	George Murphy	1988	John V. Bajus
1949-50	Harold Edwards	1989	Andrew Nunes-Vais
1951	George Ayers	1990	James H. Bemiss
1952	C. E. Gorden	1991	Cheryl Clapp
1953	Charles Moraller	1992	W. David Tranger
1954	Francis M. Hall	1993	Donald W. Clapp
1955	Bernard Golden	1994	Dennis Rittenhouse
1956	Abe Gindoff	1995	Diana Visdas
1957	Donald McLain	1996	David M. Williamson
1958	Donald Hurley	1997	Dan Bachrach
1959	Edward Dalton	1998	Bill Green
1960	Stanley Herbert	1999	Jim O'Connor
1961	Alex Koleda	2000	Ted LaBarca
1962-63	Richard J. Lewis	2001	Greg Valvo
1964	Robert C. Reed	2002	Doug Livornese
1965	Jack Stayzn	2003	Mark Matthews
1966	Stacey J. Tavis	2004	Art Oberle
1967	Simon Lieberman	2005	Dave Hartdorn
1968	Henry D. Poland	2006	Dick Augusty
1969	George Wheeler	2007	Tom Flieger
1970	Charles Hirtes	2008	Fred Horney
1971	John Dickson	2009	Eli Korn
1972	Earl Gelnaw	2010	Frank Duely
1973	Robert Wheat	2011	Kitty Flakker
1974	William Crowell	2012	Eric White
1975	Edwin B. Bundy	2013	John Zazulka
1976	Anthony J. Visdas	2014	George Killeen
1977	Earl Gelnaw	2015	Walter Szablowski
1978	Arthur Martino	2016-17	Bill Patullo
1979	J. Bruce Mawson	2018-19	Steve Adams
1980	Michael A. Pilla		
1981	David A. Kregg		
1982	W. Greg Hill		
1983	Francis A. Gasparini		
1984	Charles Bramhall		

BY-LAWS

CHAPTER 1: General Business

SECTION A. The business and administration of the Jersey Aero Club shall be conducted under generally accepted "Rules of Order" except where specific provision is otherwise made in the By-laws or any Standing or Special Rules of the organization.

SECTION B. The Club's fiscal year is to coincide with the calendar year.

SECTION C. The Jersey Aero Club clubhouse shall be the location of all meetings unless the membership is notified otherwise by the secretary.

CHAPTER 2: Officers

The administrative officers of the Club shall be:

- The President
- The Vice President
- The Secretary
- The Treasurer

CHAPTER 3: Duties of the Officers

SECTION A. All of the Club's activities are to be at the instigation of and under the direct supervision of the Club's regular officers whose specific duties are as follows:

SECTION B. The President presides at all meetings, formulates and carries out the policies of the Club, appoints all standing committees and special committees as appropriate. The President is to devote his/her personal efforts to the aims and interests of the organization and to supervise and participate in all its activities.

SECTION C. The Vice President assumes the duties of the President in the latter's absence and assists the President in all his/her duties. He/she collects and deposits all monies, collects and balances all vouchers, and assists the Treasurer in his/her duties.

The Vice President shall have his/her dues obligation reduced by one-half for each month that he/she works in that office.

SECTION D. The Secretary keeps the minutes of all meetings, handles the general correspondence, arranges for the sending of notices or other events to all members, and handles such other duties of a secretarial nature as may arise in connection with his/her office.

Where these by-laws require written notice, the Secretary shall have the discretion to consider email as equivalent to first class mail.

The Secretary shall have his/her dues obligation reduced by one-half for each month that he/she works in that office.

The Secretary shall have the privilege, if the need should arise, of selecting one or more Club members in good standing to assist in his/her work.

SECTION E. The Treasurer is responsible for the receipt and disbursement of all money incident to the transaction of the Club's business, submits monthly reports of the organization's treasury condition, and performs such other duties of a financial nature as may arise in connection with his/her office.

The Treasurer shall have his/her dues obligation reduced by one-half for each month that he/she works in that office.

The Treasurer shall have the privilege of selecting three members in good standing as assistants whose duties shall be designated by the Treasurer.

The assistants shall have their dues obligation reduced by one-half for each month that they work in that office.

CHAPTER 4: Board of Directors

SECTION A. The Board of Directors shall consist of the President, Immediate Past President, Vice President, Treasurer, Secretary, and five (5) other members, at least three (3) of whom are Past Presidents, who shall be elected at the annual elections.

SECTION B. The President shall be designated as the Chairman of the Board of Directors, and shall preside at meetings of the Board. In the event of his/her absence, the Vice President shall preside. In the event of both being absent, the most immediate Past President present shall preside.

SECTION C. Meetings of the Board shall be held at a time and place designated by the President, but in no case shall there be less than one (1) meeting per month. All Club members shall always be welcome at

meetings of the Board.

SECTION D. Six (6) members shall constitute a quorum, with a majority of those present governing.

SECTION E. Minutes of the Board meetings shall be kept and read at the next regular meeting.

CHAPTER 5: Duties and Powers of the Board of Directors

SECTION A. It shall have the power to purchase equipment and supplies necessary to the operation of the Club and its equipment.

SECTION B. It shall approve and authorize expenditures and payment of bills and debts of the Club, and shall have the power to enter into agreements with proper loaning agencies for the borrowing of such money as may be required to properly carry out the functions of the Club.

SECTION C. It shall review at least annually the costs and expenses involved in the operation of the individual aircraft to verify or establish hourly rates for member use of Club aircraft.

SECTION D. New business of the Club shall first be considered and shaped by the Board for presentation to the Club members at a regular meeting.

SECTION E. It shall receive committee reports and recommendations and shall submit to the Club in regular meeting, recommendations which it has approved affecting activities or administrative policies of the Club.

SECTION F. It shall receive from the Treasurer reports on the dues delinquency of members, shall direct notice of such delinquency to be sent, and shall act upon expulsion recommendations for delinquency reasons.

SECTION G. It shall initiate review and/or act on reviews requested by the Rules Enforcement Committee or the Membership Committee concerning the continuation of membership of Probationary members and may terminate such memberships or take any other action as deemed necessary for the best interests of the Club.

SECTION H. At the completion of the twelve month probationary period, it shall have the authority to, in its discretion, recommend to the membership that a member in the probationary class be accepted into the full class of membership.

SECTION I. It shall appoint at least annually a Trustee for each aircraft and a Club Chief Instructor.

SECTION J. It shall have the authority to suspend any member's flying privileges for cause.

CHAPTER 6: Nomination of Officers

Nomination of Officers and members of the Board of Directors shall be made by a Nominating Committee and directly from the floor. This shall occur prior to balloting at the meeting during which the respective election takes place as well as at the respective regular meeting immediately preceding that election. No member shall be a candidate for more than one office at the same time.

CHAPTER 7: Election of Officers

SECTION A: Election of officers is by written ballot and held at the second (or only) regular meeting in November. Election of the members of the Board of Directors (other than officers or the immediate Past President) is by written ballot and held at the second (or only) regular meeting in December. The votes of a majority of the voting members present, or by written proxy, shall effect election of a nominee to office.

SECTION B: In the event that it is impossible to form a quorum the election shall be postponed until the next regular meeting and the Secretary shall send all members written notice of such action.

CHAPTER 8: Installation of Officers

The installation of officers shall take place at the first regular meeting in January of the ensuing year unless a postponement of the election has been necessary. In this event installation shall take place at the first regular meeting after the election.

CHAPTER 9: Term of Office

The term of office for all offices of the Jersey Aero Club shall be one (1) year and coincide with the calendar year.

CHAPTER 10: Special Elections

If for any reason the post of an officer or member of the Board of Directors should become vacant during the year, the President will appoint a temporary officer or Board member at once. Nominations for election to the vacant post will be open during the next two regular meetings and the election to office for the balance of the unexpired term shall be held at the second regular meeting.

The Board of Directors or the membership may at any time vote to hold a special election for the purpose of recalling an existing officer or member of the Board of Directors. The officer or member proposed for recall shall continue to serve until the special election is concluded.

CHAPTER 11: Trustees

SECTION A. The Board of Directors shall appoint, at the beginning of each year and at such other times as it believes necessary, one member of the Club to act as Trustee for each aircraft, terms to run for one (1) calendar year. These Trustees shall be in charge of carrying out the Club's policies as to the maintenance of equipment, etc.

SECTION B. They may also have such other powers as may be given to them from time to time by the Board of Directors. The Trustees shall have their dues obligation reduced by one-half for each month that they work in that capacity.

CHAPTER 12: Chief Instructor

SECTION A. The Board of Directors shall appoint, at the beginning of each year and at such other times as it believes necessary, one member of the Club to act as a Chief Instructor, term to run for one (1) calendar year. The Chief Instructor shall be responsible for indoctrination and checkout of newly approved instructors, standardization of proficiency requirements and techniques, and implementing such other policies concerning instruction that the Board may direct.

SECTION B. (deleted)

SECTION C. The Chief Instructor shall have emergency authority to suspend any member's flying privileges or any instructor's teaching privileges for cause until the next Board Meeting. When this authority is exercised, they shall notify the Board of Directors as soon as practical.

CHAPTER 13: Meetings

SECTION A. Regular meetings of the Jersey Aero Club will be held at a time and place to be recommended by the board and approved by the membership. If the regular meeting day falls on a holiday, or should it be advisable for any reason, any meeting may be postponed provided that announcement to this effect is made at the preceding meeting or the members are given written notice of such action by the Secretary.

SECTION B. Regular meetings must have a Quorum consisting of at least 15% of Voting Members in good standing or their written proxies present with a majority of those present deciding questions.

SECTION C. Special regular meetings may be called by the President at any time one may be required. Notification of the membership is required either at a prior meeting or by written notification by the Secretary.

SECTION D. Members of the Jersey Aero Club shall be allowed to have as their guests at meetings such friends as they should desire. However, such guests shall not be allowed to attend a meeting if they are at the time applicants for membership in the Jersey Aero Club and their applications are scheduled to be considered for final action.

CHAPTER 14: Committees

SECTION A. The President shall appoint five (5) standing committees, whose duties shall be of a permanent nature, and any special committees as events or circumstances may from time to time require. The standing committees are to be the Membership Committee, By-Laws Committee, Publicity Committee, Finance Committee, and Rules Enforcement Committee. Standing committee members may not be Probationary. Their duties shall be as follows:

SECTION B. The **Membership Committee** shall consist of three (3) or more members in good standing. Its members are to interest prospective applicants in the activities of the Club, to provide them with Request for Membership forms, to investigate the character of the applicants and to report to the committee as a whole. Special meetings of the Membership Committee shall be held from time to time or as occasion may require to vote on the eligibility of applicants for admission to the Club. The committee's report on an applicant shall be considered as favorable or unfavorable by a two-thirds vote of the committee. Three members of said committee form a quorum.

The committee must present its recommendation concerning membership at the time of second reading of an application.

The committee shall continually review the activities of Probationary Members and may make recommendation to the Board of Directors for termination of Probationary membership when warranted. Recommendation for other action may be made to the Rules Enforcement Committee. At the completion of the 12-month probationary period of a Probationary member, the committee shall make recommendation to the Board of Directors as to whether the Probationary member should be accepted or his/her membership terminated.

SECTION C. The By-Laws Committee shall consist of five (5) members in good standing. Upon regular instruction its members shall draw up any proposed amendment to the regular By-Laws in proper form for presentation to the members for action.

SECTION D. The Publicity Committee shall consist of one (1) or more members in good standing whose duties are to keep the press informed of such of the Club's activities as it is desired to make public and to engage in the dissemination of any information regarding its activities as will further the interests of the organization.

SECTION E. The Finance Committee shall consist of three (3) or more members in good standing whose duties are to pass on all bills, audit the books annually and assist in planning the financial policy of the Club.

SECTION F. The Rules Enforcement Committee shall consist of three (3) members and one alternative member all in good standing, whose duties are to initiate action on the complaint of any Club member, airport operator or other responsible person involved, against a member involved in an alleged violation of the rules of the Club.

This action shall include to hear statements and-or arguments of all persons involved in said violation, determine the guilt or innocence of the member so charged, and to levy penalty as determined by the committee against the member if found guilty of said violation.

If the member found guilty contests the findings of the committee and desires to appeal to the membership, the committee shall report their findings and penalty to the club at a regular meeting for final approval by the Club.

The committee shall initiate action or act on recommendations of the Membership Committee as

a result of the reviews of the activities of Probationary members, and may make recommendations to the Board of Directors for termination of such memberships.

CHAPTER 15: Eligibility

SECTION A. No applicant under 18 years of age shall be eligible for membership unless he/she has written permission of both Parents or legal guardian.

SECTION B. An applicant must have a valid pilot certificate issued under FAR Part 61 or must obtain one within 60 days of their membership being accepted.

SECTION C. An applicant must be sponsored by a member in good standing. Probationary members may not sponsor an applicant.

SECTION D. The right to reject any applicant for membership is reserved by the Club.

CHAPTER 16: Membership

SECTION A. There shall be three classes of membership in the Jersey Aero Club as follows:

1. Probationary
2. Full
3. Honorary

Membership is limited to a total of 150 members of the Probationary and Full classes combined. New members shall be admitted to the Probationary class of membership only and shall remain in this class a minimum of one year.

Membership in Good Standing is attained by a member having no past due obligations, monetary or otherwise, to the Club.

SECTION B. (deleted)

SECTION C. (deleted)

SECTION D. The Honorary class of membership is determined by the Club and is reserved for members with 25 years in the Club who may request such status in writing. Honorary membership may be bestowed upon other persons for cause.

An Honorary member remains in good standing

without payment of dues, may attend all meetings and Club functions and will receive the club newsletter. He/she may not use Club flying equipment and may not vote.

SECTION E. An applicant for membership must personally sign the Request for Membership form and in so doing signify his/her intention to abide by all the rules and regulations in effect at the time of his/her acceptance as a Probationary member, or as may be subsequently enacted in accordance with the By-Laws. An application for membership shall be read for consideration of the membership at a regular meeting. Applicants shall be present. The sponsor must be present to furnish information on the applicant if needed. After the application has been read and the membership has been given the opportunity to ask any questions of the application, the applicant shall be excused from the meeting so that deliberations and a vote may be taken without the applicant present. Acceptance of the applicant shall be made by a motion and second followed by a hand vote both for and against. The application shall be accepted if the vote is unanimous in favor, shall be rejected if majority against, or otherwise shall be carried over for a second reading (majority in favor but not unanimous).

If a second reading is required: Based on a review of an applicant's log book records and results of investigation as deemed necessary, the Membership Committee must report on the applicant for membership at the next regular meeting following the first reading of his/her application and make recommendations to the membership on action to be taken. The second reading may be postponed as required by the Membership Committee, or by majority vote of the members present, if necessary to complete the review of an applicant's acceptability. The applicant will be accepted for Probationary membership by a majority vote of the members present following the second reading. If accepted, the Secretary shall so notify the member and welcome him/her into the Club.

SECTION F. An application for membership to the Club, having been rejected by a vote of the Club as provided for in these By-Laws, shall not be eligible for resubmission or reconsideration for a period of at least twelve (12) months.

SECTION G. An applicant, upon acceptance as a Probationary member, shall remain in that status for a period of twelve (12) months. The probationary period shall include the month of acceptance and end on the last day of the 12th month following acceptance as a Probationary member. During this period his/her activities may be reviewed by the Membership committee and/or the Board of Directors at any time for the purpose of considering the desirability of his/her continued membership. This review may be requested by the

Rules Enforcement Committee in event of an occurrence within their scope of responsibility. Probationary members will be advised by the applicable committee chairman or the President if a recommendation for Termination is to be made, and invited to attend the Board of Directors meeting at which the recommendation will be made. The Board of Directors shall take any action deemed necessary during the probationary period to include Termination of membership. During the 12th month of the probationary period, the Membership Committee shall make a recommendation to the Board of Directors for or against the member's continued membership. If a recommendation for Termination of membership is to be made, the committee chairman shall advise the member concerned and invite him to attend the Board of Directors meeting at which the action will be considered.

The Board of Directors shall make a decision as to acceptance as a member or that membership is terminated. Written notice of termination of Club membership shall be provided by the Secretary. During the period of time that a member is in the Probationary class, he/she may not sponsor another person for membership into the Club, shall not have voting privileges, and he/she must attend at least twelve (12) meetings, at least one of which must be a meeting of the Board of Directors. All other Club rules and regulations shall be abided by.

SECTION H. If a probationary member has otherwise performed satisfactorily but has failed to meet the 12-club meetings requirement due to substantive reasons acceptable to the Club, the Club may continue the probationary period for a term and conditions to be specified.

SECTION I. The Club shall maintain a waiting list of prospective members who shall be notified in the order completed applications are received as members resign, or are dropped by the Club.

SECTION J. Members are responsible to provide the club with their correct contact information as well as provide any updates on a timely basis.

CHAPTER 16A: Flight Status

SECTION A. Members in the Probationary and Full membership classes shall belong to one of the following categories of flight status:

1. Student
2. Flying
3. Non-Flying

New members who possess at least a private

pilot certificate with airplane single engine land ratings shall be admitted to the Flying category. New members without a pilot certificate or with less than a private pilot certificate or without airplane single engine land ratings shall be admitted to the Student category.

SECTION B. Members in the Student and Flying categories of flight status shall be permitted to use Club flying equipment subject to all applicable restrictions.

SECTION C. Members in the Non-Flying category are not permitted to:

1. Use club flying equipment
2. Vote on matters pertaining to flight operations and flight equipment except during the performance of their duties as a duly elected member of the Board of Directors or as a Club Officer.

SECTION D. Members wishing to convert to the Student category must request such status in writing from the membership.

SECTION E. Members wishing to convert to the Non-Flying category must notify the club in writing. Such notice will not be effective until the member has remained in the Student and/or Flying categories for a combined period of at least one year.

SECTION F. Members wishing to convert to the Flying category must request such status in writing from the membership. If the member has never previously been in the Flying category, they must provide acceptable proof that they now possess at least a private pilot certificate with airplane single engine land ratings.

CHAPTER 17: Entrance Fee

SECTION A. The Entrance Fee to the Jersey Aero Club shall be five hundred dollars (\$500.00),

SECTION B. If for any reason an applicant is not admitted to membership, the fee will be returned to the applicant at once.

CHAPTER 18: Dues

SECTION A. The dues to the Jersey Aero Club shall be determined by the membership. They shall be payable on the first of each month.

SECTION B. The members' dues start the month

he/she is accepted into the Club only if the member flies a Club aircraft during that partial month. Otherwise, dues start the following month.

SECTION C. Any member whose dues are 60 days in arrears, and having been duly notified of such, shall have his/her name presented to the Board of Directors for consideration for expulsion.

SECTION D. All Club privileges are suspended in the event dues are not paid up to include the current month.

SECTION E. The Board of Directors, at its discretion, may approve suspension of a member's dues obligations for a period of time for one of the following causes:

1. Medical Hardship – For members who are experiencing a serious medical situation that would prohibit them from using Club flying equipment.
2. Activity Military – For members who have been called to active military service, during the period of such service.
3. Lifetime Service – For members with significant time in the club, who have made significant and extraordinary contributions of service to the club, and who continue to make significant contributions of service to the club. This is a rare privilege.
4. Active Educational Pursuit – For members who will be away for months at a time to actively pursue a degree.

SECTION F. The Board of Directors shall have the authority to establish flying rules offering reasonable forgiveness of future dues obligations to member-instructors based on their activity.

CHAPTER 19: Resignation

SECTION A. Voluntary resignation from the Club made in writing to the Club and acted upon by that body.

SECTION B. If the resignation occurs before the end of the second full month following the member's Second Reading, then the member's Entrance Fee (Chapter 17) will be refunded. Any monies due the Club will be deducted from the refund. There shall be a lifetime limit of one such refund per person.

CHAPTER 20: Expulsion

SECTION A. Membership of a Probationary member may be terminated by the Board of Directors

at any time during the probationary period or at the time of review at the completion of the probationary period for reasons of non-acceptability.

SECTION B. Expulsion from the Jersey Aero Club of a member who is beyond the probationary period may be effected by a two thirds majority vote of the voting members present at a regular meeting for any of the following reasons: The use of abusive, derogatory or offensive language toward the Club, its officers, members or employees; violation of Club rules, or actions deemed detrimental to the best interests of the Club. Expulsion action may be taken only on the recommendation of the Board of Directors and after the Board has given the member opportunity to appear before it. The member must be notified via certified mail of the action to be taken at a regular meeting at least one week before such meeting is to take place.

the Club have been given advance notice that action on the amendment is to be taken. The proposed amendment shall have been read to the membership during one other meeting for comment and discussion.

CHAPTER 21: Reinstatement

SECTION A. A former member, believing he/she is entitled to reinstatement in good standing may apply at any time to the Club for such action. The Club may specify provisions for such reinstatement.

SECTION B. Honorary Members reapplying for Full class of membership will be given priority on a waiting list if one exists.

CHAPTER 22: Financial Obligations.

SECTION A. All amounts due to the club are enforceable obligations and, if not promptly paid, may be subject to any reasonable collection efforts. The club member will be responsible for reasonable collection efforts including attorney's fees.

SECTION B. Flight and other sales tickets must be paid before the conclusion of the meeting immediately following the flight or date of other obligation, regardless of how short an interval is involved, or are subject to fine. A Meeting of the Board of Directors shall be treated as a payment due meeting only if there are fewer than two regular meetings scheduled during that month.

CHAPTER 23: Amendments to the By-Laws

Amendments to the By-Laws can be made by a two thirds vote of the members present at any regular or special meeting, provided that all members of

FLYING RULES

GENERAL

1. All F.A.A., State, Local, and Club rules will be observed at all times.
2. No aerobatic type maneuvers shall be done in Club aircraft except those required for a license or rating and as authorized in the aircraft FAA Approved Flight Manual.
3. The Pilot-In-Command of a Club aircraft shall at all times be one of the following:
 - a. A Jersey Aero Club member
 - b. A club-approved nonmember-instructor providing instruction to a Jersey Aero Club member

Note: The above should be clearly understood to mean that a nonmember-instructor may never use a club airplane for any purpose other than providing instruction to a JAC member.

4. The Pilot-In-Command shall occupy the left front seat in side by side aircraft,
 - a. Exceptions:
 - 1) A JAC approved instructor may fly from the right seat and be Pilot-In-Command.
 - 2) A member who is not a JAC approved instructor may operate a specific JAC aircraft as P-I-C from other than the normal solo/P-I-C position only if all of the following conditions are satisfied:
 - (i) The member is actively engaged in preparation for an Instructor Rating.
 - (ii) The member has demonstrated competency in right seat operation of that aircraft to the Chief Instructor or designee.
 - (iii) The member has received authorization for the specific aircraft from the Chief Instructor.
 - b. A non-member will not be permitted to occupy the left front seat, except in the following circumstances:
 - 1) An examiner/inspector during a check ride
 - 2) A qualified maintenance/avionics technician for the resolution of a valid maintenance issue
 - 3) A prospective member taking an introductory ride (see Rule 20A)
 - c. Should a JAC member-instructor choose to fly for personal reasons from the right seat, the left seat must be vacant or occupied only by a JAC member with flying status except as authorized by Flying Rule 20A.

(NOTE: The purpose of rules #3 & #4 is to insure that the responsibility for a Club aircraft as may be determined by FAR would always be with either a member or a club-approved nonmember-instructor)

5. All outstanding obligations including a member's dues must be paid through the current month before he may use Club aircraft.
6. Members with past due unpaid tickets are automatically grounded. Members flying with unpaid dues or fines must place those items on the sales ticket for their flight or are subject to fine. A sales ticket will always be made out after a flight regardless of whether it is paid at that time or not.
7. The member shall be responsible for seeing that an aircraft in his use is properly cared for at the completion of a flight and properly tied down unless he/she personally turns it over to another member and annotates the club sales slip accordingly.
8. A member will be responsible for seeing that a plane in his/her use is returned in a reasonably clean condition. If prior to taking the plane it is not in a reasonably clean condition, it is the member's responsibility to bring this to the attention of that plane's Trustee or a Club Officer prior to the flight. Otherwise the member may be deemed responsible for the condition.
- 8.1 Smoking is prohibited in Club aircraft.
9. Servicing shall be completed within scheduled time.
10. Flying time shall be paid for at the rate established for the aircraft in accordance with the time recorded on the tachometer. A minimum of .30 TACH hours shall be paid if recorded flight time is less than .30 hours. Exception; the 0.3 hour minimum will be waived if the aircraft is returned early due to a valid maintenance defect.
11. The JAC pilot responsible for the aircraft shall see that all flight tickets and records of aircraft services are properly filled out immediately after the flight.
12. Club aircraft shall land only at licensed airports, except for emergency.
13. After an emergency landing caused by mechanical failure, a club aircraft must be inspected by a licensed A & P mechanic prior to further flight.
14. The pilot shall report to the aircraft Trustee or a Club Officer any damage incurred to an aircraft in his/her use, or any damage or faulty operation that is noted during use.

(NOTE: If any previously unreported damage is noted prior to flight, the member should report it to one of the above to preclude being held responsible for that damage and to assist persons investigating the damage to

set responsibility.

15. The JAC pilot is reminded that as per FAR 91.3.(a), the ultimate responsibility for the airworthiness of the aircraft is with the PIC. If the PIC notices any defect or damage prior to any flight at home base or away, this must be reported to and action coordinated with the aircraft trustee or his temporary replacement or to any club trustee, or to a club officer.

“ The trustee will help determine the next course of action.

“ If the defect or damage is from a previous use of the aircraft and is reported prior to any further use of the aircraft this report should relieve the new PIC of their responsibility for the defect and will help the trustee to establish the cause and responsibility for the defect.

16. Club members shall report any violations of these rules to the President, Chief Instructor or Chairman of the Rules Enforcement Committee. Report shall be made as soon as feasible and contain all known facts relating to the incident. Members alleged to have violated a rule or been involved in an incident which may indicate a lack of proficiency or good judgement, may be grounded by an Officer, Trustee, or Rules Enforcement Committee Chairman if, in their opinion, it is in the best interests of the Club to do so.

17. Members fined for violation of Club rules or determined responsible for costs of aircraft damage, shall be grounded until the fine and such costs are paid in full. (NOTE: See NOTE at Rule # 6.)

18. Pilot will be financially responsible for all damages or expenses to Club aircraft up to \$500 if the damage or expense is due to his/her error or neglect. The JAC and/or insurance carrier will be financially responsible for that portion of the damages which exceeds \$500.

(INFORMATIONAL NOTE: If the member voluntarily participates in this deductible insurance fund (DIF), for the current fee, which is maintained by the club treasurer that member may, after paying the first \$250, have the excess of the insurance deductible paid above from this fund if the member is found to be responsible for the deductible.)

INSTRUCTION

19. All instruction in JAC aircraft will be given by instructors who have been approved by the Board of Directors. The list of approved instructors shall be posted on a club website and shall clearly show which instructors are member-instructors and which are nonmember-instructors.

20. Club members who are licensed instructors may not instruct non-members in Club aircraft except for introductory flights. Instructors on Non-Flying status shall not instruct in Club aircraft. Probationary members may be approved to instruct in Club aircraft but shall only have the privileges of a nonmember-instructor until their probationary period is over. Following attainment of the Instructor rating, and approval of the Club to instruct in Club aircraft, a check ride in the right seat with the chief instructor or designated alternate will be required in each aircraft type in which instruction is to be given. (PA 28 non retractable are considered one type.)

20A. A non-member with or without a pilot certificate may fly a club aircraft for an introductory flight provided that all of the following conditions are met:

- a. The right seat must be occupied by a Club-approved member-instructor.
- b. The non-member must be prepared to pay for the flight upon its conclusion. No payment grace period until the next regular meeting is permitted.
- c. A completed and signed membership application and liability waiver, including parental consent if applicable, must be completed and left in the office.
- d. The proposed flight should not exceed approximately one hour.
- e. Up to 3 introductory flights or up to approximately 3 flight hours will be allowed.

20B. The selection of an instructor from the list of Club-approved instructors as well as the determination and payment of instruction fees is a matter between an instructor and the person receiving instruction. The Club does not act as a middle-man or interested party in these matters.

20C. For members belonging to the Student category of flight status:

- (a) Each solo flight must be specifically authorized in advance by an instructor.
- (b) Solo flights at night are not permitted.

CHECKOUTS

21. Before checking out, a member will read the plane's operating manual.

22. Complete check-out by a JAC approved member-instructor will be required of all new members whether or not the member had previously received a check-out in the same class and type of aircraft. Student pilots are exempt from these check-out requirements while taking dual with a club approved instructor and while doing solo flight supervised by a club approved instructor but must complete a check-out with a club approved member-instructor prior to unsupervised

solo. Member qualifications to fly each type of JAC aircraft shall be as determined by the membership and posted on the JAC bulletin board. The initial check-out shall constitute the first Annual Proficiency Check-ride. (Ref. Flying Rule 27)

The Chief Instructor (or designee) is authorized to modify the requirements of an individual member's aircraft checkout when special or unusual circumstances exist. Any such modification must be consistent with JAC insurance coverage and have due regard for safety. When this authority is used, the Board of Directors will be promptly and fully informed by the Chief Instructor. This notification shall be entered into the meeting minutes of a subsequent Board meeting to create a permanent record.

22A. Prior to using any aircraft, all new members are required to complete a club orientation checklist with a club member (preferably the member's sponsor) who is in the full class of membership and is on flying status. This checklist shall be signed by both members and shall be provided to the secretary. Existing members who completed any club check-out prior to 2/21/2019 are exempt from this requirement until their next JAC annual.

23. A pilot who has not flown a Club Piper or Cessna aircraft (make/model) in the preceding 6 calendar months must get a currency checkride in that Club aircraft with a Club approved member-instructor. A pilot who has not flown a Club Piper aircraft (make/ model) in the preceding 3 months must make himself current in one of the following ways:

- a. Make at least three (3) takeoffs and landings solo or with a Club approved instructor.
- b. Meet the Cross Currency requirements as posted on the Club bulletin board.

A Pilot who has not flown a Club Mooney aircraft in the preceding three (3) months for a minimum of one (1) hour and has not made at least three (3) take offs and landings to a full stop must get a currency check ride in the Club Mooney with a Club approved member-instructor.

For all of the above, a Club approved nonmember-instructor may perform the currency check ride if specifically authorized by the Chief Instructor.

23A. A member who has flown a non-club aircraft that is the same make/model as a club aircraft may request that the Chief Instructor or their designee review that flight time to determine if the member can use it for purposes of complying with club currency requirements. If approved, the Chief Instructor or designee shall make a record of this determination in the club's currency records.

24. For night flying, a night check-out is required in each type of JAC aircraft by a Club approved instructor.

25. All initial check-outs in new type aircraft acquired by the Club shall be given by JAC approved member-instructors.

26 Following satisfactory completion of an initial day or night check-out, a member will have his log book signed, the aircraft log signed, and a status board slip completed by the Club approved member-instructor.

27. Club members will take an Annual Proficiency Check-ride with a Club approved member-instructor (or a Club approved nonmember-instructor if specifically authorized by the Chief Instructor).

- a. The FAA Biennial Right Review (FAR 61-57) or an FAA flight test for a pilot certificate or rating, fulfills this requirement for a 12 month period. The subsequent JAC Annual Proficiency check-ride shall be accomplished during the 12th month following the BFR, certificate, or rating.
- b. Members not satisfactorily completing a check-ride during the month due shall not be a **P-I-C** of a JAC aircraft until it is completed.
- c. The Annual Proficiency check-ride requirement does not apply to active JAC Instructors. Adequacy of activity shall be as determined by the Chief Instructor.
- d. Status of BFRs, new certificates/ratings, and JAC Annuals shall be maintained in the file established for this purpose. It is the member's responsibility to see that the file is up to date.
- e. The club orientation checklist must be completed in order for the proficiency check to be considered complete. The checklist may be completed either with the member-instructor giving the proficiency check or with any member in the full class of membership and on flying status. The checklist shall be signed by both members and shall be provided to the secretary.

(NOTE: It is the intent in this rule that in any case, a club member must have a proficiency check in a club aircraft by a club approved instructor at least once every other year if non- club facilities were used for his/her BFR, certificate or rating.)

SCHEDULING

28. All flights will be scheduled on the reservation system. A member may not schedule more than five (5) reservations in total

29. A member leaving in a Club aircraft for a flight of 1/2 hour or more shall note the destination, if any, on the reservation system, or shall note %local+if flight is local.

30. (deleted)

31. (deleted)
32. A member will cancel his reservations at the earliest possible moment if he feels he cannot make it.
33. Another pilot may take a reserved plane if the member first reserving the plane fails to appear after a wait of five minutes past the scheduled time.
34. Each flight will be scheduled by one member who is to be responsible for seeing that all details, before and after the flight, are carried out.

(NOTE: The traditional operating procedure has been to return at a time which would reasonably be expected to allow for servicing and having the aircraft available for use at the beginning of the next scheduled time. See Rule No. 9.)

PREFLIGHT AND FLIGHT

35. The pilot will make a thorough check of the plane and engine before starting a flight.
36. The pilot will make sure the safety belts are used at all times.
37. No Club plane will be flown until the engine has been properly warmed up on the parking line, or at some other appropriate place.
38. No Club plane shall be started or left running without a licensed JAC pilot or Club approved member-instructor at the controls.
39. (deleted)
40. A flight plan will be filed by the pilot before making any cross-country flight in a Club owned aircraft to a point beyond a 200 nautical mile radius from the Club's home base.
41. A member must have accumulated at least three months in the Flying category of flight status and have a minimum of five hours in JAC aircraft of the same type before taking a Club plane on a cross-country flight to a point beyond a 200 nautical mile radius from the Club's home base or for more than 48 hours at a time.
42. Minimum flying time in Club aircraft for flights away from home base for more than 24 hours shall be one flight hour for each 24 hour period reserved on weekdays and two flight hours for each 24 hour period reserved on weekends. Weekends will be considered to start at 5 P.M. Friday and end at 5 P.M. Sunday.
43. All members in the flying and student categories must, during any 12-month period, fly club aircraft resulting in payments of a minimum of \$800 in flight time or must pay any portion not flown. Such payments are assessed monthly and concurrently with the dues and

will accrue as flight credits to be used for future flights. A member is exempt from these payments if their total of paid flights (not including those paid with flight credit) over the last 12 months plus their flight credit balance exceeds the annual minimum. Active club-approved flight instructors are also exempt (adequacy is determined by the board). Flight credits expire 12 months after accrued. The minimum flight revenue is prorated for members who were not in the flying or student categories for the past 12 months.

Unused flight credits are not refundable except for members exercising their refund option (Bylaws Chapter 19, Section B).

43A. Before a flight, the member shall check the tachometer reading and compare it to the last entry made in the aircraft tach log. If a discrepancy is found, it shall be noted on the log and reported to a trustee or board member. Failure to report a tachometer discrepancy before a flight will make the member financially responsible for such time discrepancies, as well as a fine to be assessed.

Note: Entries in the tach log and flying ticket shall be made in hours and tenths of an hour, should the tachometer stop anywhere after the tenth of the hour, member shall round up to the next tenth of an hour when making the entries.]

44. A Departure Log is maintained in the clubhouse, and the member reserving the aircraft is responsible to complete the relevant information before and after each flight.

45. The JAC member must present their current flight logbook for review by the Chief Instructor in a reasonable time if requested by either the BOD or the Chief Instructor.

FLIGHT REQUIREMENTS

(Per Flying Rule #22) Revised February 2, 2017

MINIMUMS FOR PILOT IN COMMAND

MAKE	AIRCRAFT	Flight Status	REQUIREMENT
PA28-161	N40JA	Student, Flying	Checkout by an approved JAC member-instructor
PA28-181	N41JA	Student, Flying	Checkout by an approved JAC member-instructor
Cessna 172	N73335	Flying	Checkout by an approved JAC member-instructor, 2 hours dual minimum in N73335
Mooney M20J	N43JA	Flying	150 Hours Total Flight Time, 5 hours dual minimum in N43JA Checkout by an approved JAC member-instructor
PA32-301	N44JA	Flying	250 Hours total Flight Time, 15 Hours with Constant Speed Prop; 5 hours dual minimum in N44JA Checkout by an approved JAC member-instructor with aircraft at gross weight

NOTES:

1. Checkouts require that the member have a copy of the POH for our aircraft.
2. New members will be required to initially checkout in either the Warrior, Archer, or Cessna 172 and fly 5 TACH hours in subject aircraft before transitioning to other aircraft.
3. A NIGHT CHECKOUT IS REQUIRED IN EACH MAKE/MODEL AIRCRAFT BY AN APPROVED JAC MEMBER-INSTRUCTOR.

CROSS CURRENCY REQUIREMENTS

Make/Model	You are cross current in:	If you are current in:
PA28-161	N40JA	N41JA, N43JA, N44JA
PA28-181	N41JA	N40JA, N43JA, N44JA
Cessna 172	N73335	No cross currency
Mooney M20J	N43JA	No cross currency
PA32-301	N44JA	No cross currency

NOTES:

1. Cross currency does not apply if you have not flown a make/model in 6 months. A checkride with a JAC approved instructor is required.
2. Flying rule 23:
 - A pilot who has not flown a Club Piper aircraft (make/model) in the preceding 6 calendar months must get a currency checkride in that Club aircraft with a Club approved member-instructor.
 - A pilot who has not flown a Club Piper aircraft (make/ model) in the preceding 3 months must make himself current in one of the following ways:
 - a) Make at least three (3) takeoffs and landings solo or with a Club approved instructor.
 - b) Meet the Cross Currency requirements as posted on the Club bulletin board.
3. Flying rule 23.1
 - A Pilot who has not flown a Club Mooney aircraft in the preceding three (3) months for a minimum of one (1) hour and has not made at least three (3) take offs and landings to a full stop must get a currency check ride in the Club Mooney with a Club approved member-instructor.

GENERAL CLUB INFORMATION

Meetings and Location

Regular meetings are held on the 1st and 3rd Thursdays of each month at 7:30 PM at the Elks Lodge on West Bangs Avenue in Neptune, NJ. Board of Directors meetings are held at the Elks Club immediately following the first Regular meeting of every month. Meeting information and maps are available at www.GoJAC.org under "Meetings".

Social Activities

The club tries to promote a full range of social activities, especially those related to aviation and the enhancement of each members aviation experience in the club.

These include:

Instructor talks

Breakfast flights

Club flights

Pizza and beer party sponsored by the outgoing and incoming officers, BOD members and trustees,

Dinner/dance

Picnic (and Spot landing contest if possible)

Etc.

Summary of Committees

Standing Committees:

Membership

By-Laws,

Publicity

Finance

Rules Enforcement

Special committees

Strategic planning

Scheduling

Dinner/Dance

Club Flights

Wash & Wax

Nominations