

SCSU AERO CLUB, INC.
OPERATIONS MANUAL,
(revised Jun. 2018)

INTRODUCTION

This manual is designed to be helpful to members by tying together Aero Club bylaws and operating policies and putting information together under general headings for easy reference. Flight training isn't just another sport. Your life and that of your passengers are in your hands when you're piloting an aircraft, and for that reason the Aero Club rules and FAA regulations must be obeyed. They're geared to quality instruction with an emphasis on safety. There's a reason for every club rule, and if you don't understand, ask! Any club officer should be able to explain.

SPECIAL NOTE: The Aero Club bylaws state that only approved flight instructors can give instruction in Aero Club aircraft. At the present time, Wright Aero is the designated flight school. In this manual, wherever "approved instructor" is used, it means:

"An employee of Wright Aero who is certified by the FAA to give flight instruction, and is approved by the Aero Club Board of Directors to instruct in club aircraft, or other flight instructors or flight schools specifically approved by the Board of Directors."

FLIGHT TRAINING

JOINING THE AERO CLUB

The Aero Club is a non-profit corporation that works with the SCSU Department of Aviation to provide students the opportunity to learn to fly for a low cost and earn college credits. As a member of the Aero Club you own the corporate aircraft. Types and numbers of aircraft vary according to the interests of the club members. For \$80.00 (\$40.00 initial corporate fee plus \$40.00 annual dues) students can own and operate Aero Club aircraft.

You can obtain a membership application from our website:

www.scsuaeroclub.org

Under the **New Members** tab or you can contact one of the Aero Club officers using the **Contact Us** tab on the website.

BEGINNING FLIGHT TRAINING

When you've completed the membership application form and paid the applicable fees and dues and had an orientation session with an Aero Club officer, you are eligible to fly the club aircraft. To schedule an aircraft, see that section on the following page. After reading this operation manual, go to the airport and see in person how the operation works and meet the people who you will be involved with.

To get to the airport:

The Saint Cloud airport is located east of the SCSU campus off Highway 10. The easiest way to get to the airport from campus is to get on Highway 10, then turn east onto CR 7. There is a sign for the airport at the turn off from Highway 10. The airport is approximately 3 miles East from the highway.

FLIGHT INSTRUCTION

Flight instruction is currently provided through Wright Aero, the approved flight school, based at the St. Cloud Municipal Airport. All instructors are certified by the Federal Aviation Administration. Instruction is available seven days a week by reservation. You can also arrange instruction through other instructors that are approved by the Aero Club. A list is posted on our office desk. Call Wright Aero to schedule instruction through them or call other instructors directly.

Show up for your lessons; Wright Aero may charge for one hour of dual for "no-shows". Also, the Aero Club may ground you for repeatedly reserving an aircraft and not using it.

SCHEDULING

Please use the online scheduling service, Flight Schedule Pro to reserve Aero Club aircraft. The website is:

www.flightschedulepro.com

Login using your username and password. (This was setup during your orientation meeting with an Aero Club board member).

Remember, when scheduling aircraft:

1. Sign up in advance for both the aircraft and an instructor.
2. You can sign up seven days in advance; or, if you have special approval from the operations officer, you may reserve an airplane up to 30 days in advance.
3. If you need to cancel a flight or lesson, call your instructor and/or remove your online reservation at Flight Schedule Pro as soon as possible. Be courteous to your instructor and fellow club members.

When you are ready for your first lesson, your instructor will be helpful in:

1. Making sure you have the necessary books and information.
2. Showing you how to fill out Aero Club forms.
3. Showing you the Hobbs meter, used to determine flight time and payment.
4. Reminding you that before you Solo you must pass at least a third-class flight physical administered by an FAA medical examiner. The current FAA medical examiners in St Cloud are posted at Wright Aero.
5. Answering any questions that you may have or referring you to someone who can.

Aero Club aircraft logbooks, weight and balance data, and other information are located at our desk in the Aero Club hangar office.

Next to our office desk is a Status Board, which shows each club aircraft. This is to notify you about the necessary inspections and maintenance which are needed for each aircraft. Check this board for your aircraft before each flight.

As the pilot, you are responsible to verify that the aircraft is in legal flying condition. If, on the Status Board the aircraft is listed as "Grounded", **YOU CANNOT FLY THAT AIRCRAFT!!!**

The Aero Club office desk (located in our hangar office) has our sign out books, dispatch forms (½ sheets), and payment materials. Check the bulletin board above the desk for important announcements!

Before each flight:

1. Check the Status Board to see that your aircraft is airworthy and that all applicable Airworthiness Directives (ADs) are complied with.
2. Check the Aero Club requirements to see that you are eligible to fly club aircraft. You are grounded if you owe money or have not completed a required checkride.
3. Fill out the airplane sign out book with your full name for your particular aircraft. The first four columns must be filled out before you fly. See the examples listed below.
4. Fill out a dispatch form (a ½ page sheet on the Aero Club desk). Take this form with you to the aircraft. When you arrive at the aircraft check the Hobbs time from the last flight against the Hobbs time that you see in the aircraft. If there is a discrepancy, have your instructor or a passenger verify the discrepancy and your starting Hobbs time. Record Hobbs and tach times.

Aircraft Keys are kept in a metal box along with a fuel gauge stick and other items; these are kept on top of our office desk.

Information to be listed in the aircraft sign out book **BEFORE YOU FLY**.

DATE	Date of your flight
PILOT'S FULL NAME	Your first and last name – legibly.
PASSENGERS' FULL NAMES	First and last names of persons accompanying you, write legibly.
FLIGHT DESCRIPTION	Your route by planned legs and time of return, <u>if overnight add name and phone number of a destination contact.</u>

GROUND OPERATIONS

Removing aircraft from Hangar:

1. Open the hangar door. Remember to unlatch the door at both ends before using the electric opener and always make sure the walk-in door is closed. **DO NOT STAND** directly under the door or move any aircraft under the door while it is in motion. Always monitor the door while it is in motion. Be ready to push the “stop” button if a malfunction occurs. The door will stop automatically when it is fully open.
2. Remove wheel chocks.
3. Once it is assured that the door is completely opened and stopped, use the towbar to pull the aircraft forward along the yellow line.
4. Make sure the tail and wing tips clear the door, doorframes, and support beams inside the hangar.
5. Move the aircraft onto the ramp, turning it so that the prop blast will be directed away from the hangar when starting.
6. Close the hangar door by pushing the down button. You must remain at the electric control, holding the down button until the door is closed. Latch the door. Do not leave the door open while you fly; wind gusts can damage the door or hangar if the door is left open.
7. PIC of Aero Club aircraft shall be responsible for damages to the hangar for improper operation of the hangar doors.

STARTING

Aircraft must be started in accordance with manufacturer's recommendations and by following the appropriate checklist. Never start an aircraft until a preflight inspection has been accomplished and the area is clear of persons and obstructions. Take care to ensure that the prop blast will not cause any damage. Never start an aircraft in the hangar. Do not perform run-ups near the hangar.

TAXIING

Before putting the airplane into motion, turn the beacon on. Taxi at a safe speed - a brisk walk or slower. Taxi down the yellow centerline of all taxiways. Use common sense and caution when meeting or following other aircraft on the ramp. Remember - you are the pilot and are responsible for the aircraft and the prop blast.

SHUT DOWN

Each pilot must do a complete shutdown procedure after each flight. Each aircraft has a checklist to be followed for all flight conditions. This list must be followed exactly for shut down procedures including the ELT (emergency locator transmitter) check. For example, if a master is left on, the battery will drain down and the next person may not be able to start the aircraft (in winter, if the battery is left dead, it may freeze, crack and you would be responsible for replacement charges); if a mag is left hot, the aircraft can start by itself and continue to run.

- After the aircraft is shut off; the control lock must be installed. Wind gusts can damage control surfaces.
- If the weather is above freezing, the emergency brake normally should also be applied. In cold weather use wheel chocks, since the parking break can freeze.
- Aircraft can be moved great distances by taxiing helicopters, twins and jets, as well as by sudden gusts of wind so be sure it is secured if parking on a ramp.
- If any aircraft type requires a special shut down procedure, the membership will be notified at a meeting and through the website. If there are any questions, ask the Operations Officer.

After shut down is complete, record the Hobbs meter time and tach time on the ½ page dispatch form (if the Hobbs meter is 'rolling' to the next higher digit, use the higher value).

PARKING

At the completion of each flight, the aircraft should normally be returned to its hangar stall. You may park on the ramp only if the person scheduled for the next flight is present to accept the keys (and responsibility for the aircraft) from you. If you leave the aircraft on the ramp without passing this responsibility to the next pilot, you are subject to a fine. and the aircraft may be hangared at your expense.

If the aircraft needs fuel, (at or below 1/2 tanks or after last flight of the day), the line person should be notified immediately. Fueling is done from a St. Cloud Aviation fuel truck.

SECURING AIRCRAFT - HANGARING AND TYING DOWN

Hangaring: At the completion of your flight, if there is no one waiting for your aircraft, it should be hangared. Each aircraft has one particular stall in the hangar and it should be returned there.

To hangar your aircraft:

1. Taxi on the yellow line to your designated stall.
2. Turn the nose of the aircraft away from the hangar door.
3. Shut down the aircraft using the proper checklist.
4. Set the brakes or use wheel chocks.
5. Open the hangar door. Remember to unlatch the door at both ends before using the electric opener, and always make sure the walk-in door is closed. Do not stand under the hangar door or move any aircraft under the door while it is in motion. Always monitor the door while it is in motion. Be ready to push the stop button if a malfunction occurs.
6. Once the door is completely open and stopped, remove the chocks, and use a towbar to push the aircraft. Use the nose wheel along the center yellow line as a reference, NOT the main gear.
7. Make sure the tail and wing tips clear the door, doorframes, and support beams inside the hangar.
8. Chock the wheels.
9. Record the ending Hobbs and Tach readings on the ½ pg. dispatch form, clean trash and personal belongings out of the aircraft, and make sure mags and master are OFF.
Note: If the ending Hobbs reading is changing to the next higher digit, use the higher number as your end reading.
10. Close hangar door and latch it.
11. Return keys, checklist, screwdriver, and other contents in the tin back to the Aero Club desk in our office.
12. Fill in aircraft log and pay for your flight. Aircraft rates posted in the sign out books and payment envelopes are kept at the Aero Club desk.
13. Leave your payment envelope (or card for pre-paid accounts) in the payment drop box next to the Aero Club desk

TYING DOWN: (Away from St. Cloud only:)

If the aircraft cannot be hangared, the aircraft must be tied down by doing the following:

1. Taxi along the yellow stripe to a parking place.
2. Shut down the aircraft and push it into the tie down space.
3. Install the control lock.
4. Tie the main tie downs first and secure them tightly.
5. Tie the tail down and pull it tight.
6. Clean out the aircraft, make sure mags and master are OFF.
7. Lock the aircraft doors.
8. Member is liable for all landing, tie-down, hangar and pre-heat fees while aircraft is away from St. Cloud.
9. If the aircraft will be parked outside for an extended period and temperatures are below 30 F, make arrangements for preheating or plugging in the aircraft. Our aircraft have plug in electric heaters. These require about 2-3 hours to warm a cold engine.

IMPORTANT NOTES:

No person should board or exit the aircraft with the engine running!! No smoking in the hangar, in the aircraft, or on the ramp!!

No aircraft engines shall be run in the hangar!!

No aircraft should be moved in or out while the door is in motion!!

Hangar doors must always be closed and properly secured - even if you're only going flying for a short time!!

Each club aircraft must be hangared when not in use. Remember, you are responsible for damage to the aircraft and any damage it might do to other aircraft when it is in motion.

If club aircraft are left outside or unsecured at St Cloud, then you may hangar the aircraft. The inconsiderate pilot is fined \$10.00 for exposing the aircraft to damage, etc. You are given \$7.00 of the \$10.00 for your effort.

The other \$3.00 goes to the club for administrative costs. You must leave a note in the payment box with the date, time and your name in order to be paid. Pilots leaving aircraft out in cold weather will also be liable for the preheat cost or battery charge cost when needed.

Remember, keeping the aircraft secured and covered is one way the Aero Club maintains good equipment and keeps rates as low as possible. Aircraft, which have been badly weathered and have accumulated various nicks and dents, have a low resale value and therefore a higher replacement value. You are doing yourself a favor when you take good care of your aircraft.

After your flight, go through the following post flight checklist. Don't just read it, DO IT!!

POST-FLIGHT CHECKLIST: BEFORE LEAVING THE AIRCRAFT

CLEAN - take out garbage, books, jackets, etc.

TANKS TOPPED - if plane has less than 1/2 tanks after flight, fuel aircraft before hangaring.

HANGARED OR TIED DOWN - secure the aircraft (see section securing aircraft).

MAINTENANCE - list discrepancies in the dispatch form.

KEY – put it in the tin and return to dispatch desk.

DETERMINE YOUR FLIGHT CHARGE AND PAY FOR YOUR FLIGHT

Return the keys and tin to the Aero Club desk in our office. Finish filling out the aircraft sign out book for your flight, completing the items listed below. You pay for your instructor's time as a separate transaction.

Flight Time

- Hobbs end:** Hobbs reading after your flight. (If the Hobbs meter is 'rolling' to the next higher digit, use the higher value)
- Hobbs begin:** Hobbs reading before your flight
- Flight time:** Subtract "Hobbs begin" from "Hobbs end" to find your total time. If less than 0.5, you must use 0.5 to figure amount owed as 0.5 hr. is the minimum flight charge.
- Rate & Amount:** Amount you owe. Use the rate sheet in front of the sign out book. Match the Flight time used with the column for your membership status and payment type, (regular corporate, alumni/associate, cash or credit card rate as appropriate).
- Leave Blank:** Do not make any marks in this space (for treasurer's use).
- Remarks:** Write any problems or discrepancies you found with your aircraft here and on the ½ pg. dispatch form, so that they can be fixed promptly. Leave the dispatch form at the dispatch desk.

You can pay for your flight by cash, check, credit card, or by creating a pre-paid account. A pre-paid account requires you to make a deposit with the Aero Club treasurer before you fly and use this credit balance to pay for your flight.

Credit card payments require that you provide the Aero Club treasurer with your card information before flying. Call the treasurer to make arrangements.

There is no flying on credit! Pilots not paying for their flight upon completion are subject to a fine and/or suspension. See the section on Financial Information.

Use the rubber stamp located on the desk top and stamp the envelope (if paying by check or cash) OR a white 3x5 card (if paying by credit card or if you have a prepaid account). Fill it out completely, as listed below. The Aero Club prefers you pay by check, pre-paid account or credit card. Cash payment is at your own risk.

A/C	aircraft N number (not account number)
Date	date of flight
Pilot	print your full name
End Hobbs	
Begin Hobbs	
Total Time	
Amount	
Plot's signature	sign your name

If paying by cash or check, put that in a completed envelope and deposit in the payment drop box next to the Aero

Club desk. If paying by credit card (or pre-paid account) complete a 3x5 card and put it in the payment box. Remember that credit card or pre-paid accounts need to be established with the Aero Club treasurer prior to flying.

Below is an example from a rate sheet found in the front of every aircraft sign out book. Use it every time you pay because rates change and rates differ between planes.

PLEASE USE THE CORRECT RATE COMUMN

Hobbs Used	Corporate		Alumni & Associate		Add for GPS 496 Use
	Credit Card	Cash	Credit Card	Cash	
0.5	39.50	38.00	40.50	39.00	1.00
0.6	47.40	45.60	48.60	46.80	1.20
0.7	55.30	53.20	56.70	54.60	1.40
0.8	63.20	60.80	64.80	62.40	1.60
0.9	71.10	68.40	72.90	70.20	1.80
1	79.00	76.00	81.00	78.00	2.00
1.1	86.90	83.60	89.10	85.80	2.20
1.2	94.80	91.20	97.20	93.60	2.40

Be sure to use the proper rate: "corporate" if you are a student, faculty, or professional support personnel: "alumni/associate" if you are an approved alumni member or EAA 551 associate member for the current year. Note that minimum flight time is 0.5 hours/flight, 2 hours/24-hour period.

This procedure is very easy once you've done it a couple of times. Use this membership manual the first time or two so you don't forget anything. Always remember, **DON'T BE AFRAID TO ASK QUESTIONS!!** It's important to do everything and to do it correctly. That way we can keep all our aircraft airworthy, schedules running smoothly, maintenance done when necessary, and paperwork done with the least amount of hassle. All this leads to high quality aircraft at the lowest possible rates. It doesn't just happen; it takes cooperation and effort by everyone!!

PILOT RESPONSIBILITIES AND LIMITATIONS

As a student pilot, talk to your instructor - ask not only what to do or how to do it, but why. Listen and understand. Your life depends on it.

Read the Aircraft Operating Manual for the aircraft you fly. Learn the information and do it correctly. Check the Status Board - see how close your aircraft is to an annual, 100 hr. inspection, or an Airworthiness Directive. If it's overdue, don't fly it! If it's listed as "grounded", don't fly it! Preflight accurately, list any discrepancies in the sign out book and tell your instructor about them before you fly.

Know the weather minimums you are governed by - safety first! Before you solo for the first time, your instructor must endorse your logbook and your student pilot certificate to the effect that you are competent to do so. Every student solo flight requires written CFI approval in the aircraft sign out log before the flight. Take note of this - it is in addition to endorsements required by the FAA.

When ready to solo, be sure you know the correct radio phraseology and operating procedures. Be sure, also, that you are familiar with the documents required in your airplane. You, as pilot-in-command, are responsible for them being correct and in the airplane. If you don't know, ask! Part of your flight training includes preparing you for owning your aircraft.

Required documents for student pilots (according to FAR's and Aero Club Regulations):

1. Airworthiness certificate
2. Aircraft registration
3. FCC Radio transmitter license (Not required in continental United States)
4. Aircraft operating manual
5. Current weight and balance
6. Your student pilot certificate/medical certificate
7. Photo ID

Know the designated practice area and stay within it (except on approved cross-country flights). Obey altitude and other restrictions. Remember, when the urge to disobey regulations grabs at you, that your license and your CFI's license are on the line.

When you are ready to fly solo cross-country, be familiar with the Airman's Information Manual, be sure you are adequately briefed by your CFI, be sure your CFI endorses your log book, get current weather information and understand it, and feel comfortable with the whole situation -nervous, maybe, but confident that you can do it. If you honestly feel that you are not ready, don't go. Ask your instructor to help you in the areas you are not sure about. When you are ready to go, check documents, take your logbook, preflight, etc. Be sure to file and activate your flight plan and be aware of emergency procedures.

If, by some quirk of the weather, you get caught away from St. Cloud, do what's best from a safety standpoint. If you have to land at an unscheduled place to wait out a storm, do it!

SAFETY FIRST! If you make an unscheduled or off airport (emergency or precautionary) landing, secure the airplane and call your instructor or Wright Aero. **DO NOT** attempt to fly the airplane out.

LONG CROSS-COUNTRY FLIGHTS

If a club aircraft is to be flown more than 240 NM from St. Cloud, or when the plane will be taken overnight, additional paperwork and board approval is required, per Section 3G of the Aero Club Bylaws. The form is available on the aero club website under the **Member Info** tab. Make sure to follow the bylaws and get proper approval before going on such a flight.

FINANCIAL INFORMATION

If an overpayment is made in figuring out the usage rate, the Treasurer will credit the pilot's account. If an underpayment is made, the Treasurer will contact the pilot and arrange payment; any debt should be removed as quickly as possible. Any member who owes money to the corporation is immediately grounded until the amount is paid. In addition, the Treasurer may charge a fee for every late payment, mispayment, or bad check for aircraft usage. Take an extra 10 seconds to make sure you use the correct rate and fill out the information correctly!

PAYMENTS ON CROSS-COUNTRY FLIGHTS

All pilots should carry enough cash, a credit card, or personal checks to cover fuel and other expenses at your destination airport. If you purchase fuel or oil, be sure to obtain the original invoice. Your payments for fuel and oil can be used as part of your payment at completion of the flight. The original invoices must be turned in with accompanying aircraft payment to receive credit. Fuel costs are allowed as a credit up to 10% over the current price paid at the St Cloud Airport. Members are responsible for hangar and tie down fees, landing fees, pre-heat fees, and other related expenses, and will not be reimbursed for these.

On a rare occasion, your aircraft may need a repair at another airport (e.g. a flat tire). If this happens, call back to St Cloud to the Advisor Steve Anderson or Treasurer Alan Anderson or to Wright Aero. Telephone numbers are listed in the key box. They will help you make arrangements to repair the plane. In general, you will not be liable for the expense of repairs but each case will be determined by the Aero Club Board of Directors.

WRIGHT AERO ACCOUNT

It is possible to establish a prepaid account with Wright Aero. See dispatch at the airport for more information.

FUELING

All club aircraft should be fueled only by line personnel from St Cloud Aviation. Away from St Cloud, you may need to fuel the aircraft yourself at self-serve facilities, especially at smaller airports.

The pilot is responsible for checking to make sure that the correct fuel is in the tanks. The pilot should also check both tank drains and the sump to make sure no water has been added with the fuel. If you encounter an excessive amount of water in the fuel tanks, contact the line personnel or the Aero Club Operations Officer.

No smoking on the ramp or in the hangars!

PREHEATING

When the OAT (outside air temperature) is below 40 degrees Fahrenheit, all club aircraft must be preheated before starting, using the installed Tannis (electrical) heaters. Remember, club aircraft cannot be flown when the OAT is below

-5 degrees F unless the Operations Officer, or Advisor give the pilot approval. No student solo flights are allowed below +5 degrees F. These rules help prevent excessive wear and tear on engines and other miscellaneous parts. When you are finished with a flight with the OAT below 40 degrees Fahrenheit, please be sure to plug in your plane as part of the preheating process for the next pilot.

WINTER FRONTS

While doing your preflight you may notice some black plastic obstructing the cooling air intake. These are winterization kits. Their purpose is to restrict the amount of cold air reaching the cylinders and thus allow the engine to run warmer in the winter. Warm engines provide defroster heat and cabin air heat. Winter kits must be installed or removed at different temperatures according to manufacturer's specifications. Check your aircraft manual for installation/removal temperature. Be sure to store the hardware from the winter kits (bolts, etc.) in the provided containers, so they don't get lost.

AIRPORT LIGHTS - CONTROL FROM AIRCRAFT

The St. Cloud Airport has in service radio receivers to permit a pilot, on 118.25 MHz (CTAF), to control runway and approach light intensity (When the control tower is not in operation). The receivers will increase or decrease intensity of lights, as the pilot so desires. All clicks of the microphone **MUST** be within a 5 second period. Lights will automatically return to idle in 15 minutes during night hours or off during daylight hours. Idle configuration is photocell controlled for day/night operation. Intensity of lights is radio controlled 24 hours a day. Check Airport/Facility directory for current lighting information.

INSURANCE - DAMAGE TO AIRCRAFT - LIABILITY

Our aircraft are insured for their full value and the coverage currently has a \$1000 deductible. The club normally absorbs part or all of the deductible in the case of a claim. However, if a member has not exercised normal precautions

when moving or operating an aircraft or is found to be negligent (as determined by the Board of Directors), he/she may be responsible for the uninsured amount.

Suspended members are not covered by club insurance. If a suspended member flies a club aircraft he/she is doing so illegally; and if a suspended member is involved in an aircraft accident, he/she is liable for all damage.

Passengers in club aircraft (non-club members) are normally covered up to \$200,000 per passenger. Non-passengers involved in an accident are covered up to \$100,000 per person to a maximum of \$1,000,000 per accident. Property damage is limited to \$1,000,000 per accident.

The Aero Club, being a corporation, offers some legal protection to its members in the event of a lawsuit. In case a member is found to be personally "negligent" in some way, by a court of law, he/she, instead of the club may be sued personally. Of course, every legal case is different with different results. A legal suit against the club that results in an adverse court decision could easily exceed our insurance coverage, which could lead to bankruptcy.

Please fly carefully and don't jeopardize your or the club's future through reckless or irresponsible actions. Members may be held responsible for the total cost of any damage to an aircraft or the hangar due to negligence.

AERO CLUB INFORMATION

HISTORY OF THE AERO CLUB

The SCSU Aero Club came to life in the fall of 1948 through the initiative of Jim Meide and a few "WWII" aviation veterans. Reluctant to give up flying as a way of life, they banded together to promote aviation on the campus.

The first major project of the club was the acquisition and reconditioning of a war surplus Link trainer. First housed in old "Temporary A Building" and later in a room in Brown Hall, the trainer was the focal point of the club.

In December of 1949, not satisfied with earth-bound flying, fifteen students and five faculty members pooled \$20 each, formed a corporation and bought the first of many Club aircraft: a \$400 "Airknocker" (Aeronca).

Flying was cheaper in those days. Permanent club membership was \$20. Five flight instructors, members of the club, gave free instruction. Flight time cost \$3 per hour. A private license cost about \$150.

The Club joined the National Intercollegiate Flying Association (NIFA) in the early 1950's and has participated in their air meets all over the U.S. The first efforts of the "Flying Saints" were rewarded by the "Tail end Tony - Somebody hasta lose" award. But in 1959, 1960, and 1961, the Club won the National Championship Team awards. The Club has also been awarded the Loening Trophy for being the most Outstanding Flying Club in America. The Club over the years has acquired a trophy case full of these awards. Numerous Aero Club alumni have taken their talents to the airlines, air traffic control, and many other areas of aviation.

CORPORATE CHARTER AND BYLAWS

The Aero Club is a non-profit corporation, incorporated in the State of Minnesota and thereby has a corporate charter and bylaws. See the Aero Club Bylaws link on the web site. All members must be acquainted with these important documents. They define the basic purpose and structure of the corporation.

MONTHLY MEETINGS

The Aero Club holds regular monthly meetings to conduct corporate business and share information. These meetings are generally scheduled on the first Wednesday of each month during the regular school year, September through May. They usually start at 7:00 p.m. in the Atwood Mississippi room. The meetings usually include a program, with a guest speaker or a movie. Attendance at all meetings is strongly encouraged. (Two meetings per semester are required. Es. Article 1 Section 4) IT'S YOUR CLUB - BE INVOLVED.

ELECTIONS

Elections are held each April for officers for the following school year. Nominations begin at the March meeting and may include only voting club members. The Advisor and Treasurer must be faculty members. Nominees must realize that these positions involve a definite time and effort commitment for successful corporate operations. Members interested in serving are encouraged to discuss job responsibilities with current officers. Board officers should be available during the summer months for meetings and throughout the next school year.

MEMBERSHIP TYPES

	Corporate Fee	Annual Fee	Rate	Vote	Saints
Student	\$40.00	\$40.00	Corporate	Yes	Yes
Faculty/Professional Support Personnel	\$100.00	\$40.00	Corporate	Yes	No
Alumni	N/A	\$20.00	Alumni	No	No
Family	N/A	N/A	Corporate	No	No

MONTHLY NEWSLETTER

A monthly newsletter is e-mailed to all active club members. It is usually sent a few days before a monthly meeting. Information regarding the meeting and program is included, along with other information beneficial to club members. In order to receive your newsletters, be sure to have your current email address on file with the Vice President and notify him/her promptly of any address change.

DISCIPLINARY ACTION

Any member who has been disciplined by the Board has the right to appeal the action. A written statement of intent given to the Board of Directors shall accomplish the appeal. Then the membership must be petitioned at a regular or special corporation meeting. If 67% of the voting members present agree to nullify the penalty, then it is lifted from the member.

STANDARDS OF PARLIAMENTARY PROCEDURE

The St. Cloud State University Aero Club is a corporation organized under the laws of the State of Minnesota. The Charter and Bylaws of a corporation are held to be law and are legally enforceable. As a legal entity, the club conducts its meetings using parliamentary procedure, or rules of order. The object of parliamentary procedure is to assist an assembly to accomplish the necessary work and conduct a business meeting in the best manner.

Our Bylaws designate Robert's Rule of Order as our guide to parliamentary procedure. The following is a guide as to the acceptable standards of parliamentary procedure to be followed at regular Aero Club meetings.

1. The President will rule "Out of Order" any action that is inhibiting the progress of the meeting. This is to include abuse of parliamentary procedure.
2. Conducting business under "General Consent." In any case the President may call for acceptance of a motion by first asking for any objection to the motion. In this manner, if no objection is raised, the motion is carried. If any member objects, the option will be formally put to vote. The President will use this privilege only when appropriate
3. In order to discuss business thoroughly and to minimize "Red Tape" the President will state that "If there is no objection we will temporarily dispense with formal parliamentary procedures to discuss...". In this manner the business at hand will be discussed before a motion is offered. At any time during the discussion a member may offer a motion, and if seconded, the meeting will return to formal parliamentary procedure.
4. Always remember that a main motion must be dealt with before another motion can be brought for discussion.

DUTIES AND RIGHTS OF AN AERO CLUB MEMBER

Duties:

1. Raise your hand to obtain the floor before speaking.
2. Identify yourself for the minutes.
3. Speak to the motion or topic being discussed.
4. Yield the floor to calls for order.
5. Conduct yourself in an orderly manner.

Rights:

1. Call for a point of order.
2. To hold the floor, when legally obtained, not to exceed five minutes.
3. Appeal from the decision of the chair, to the assembly.

PARLIAMENTARY TERMS

Main Motion:

A motion made to bring a particular subject before the assembly. Can be made by any member and must be seconded. (State, "I move...")

Substitute Motion:

Used if a main motion requires considerable change. The substitute motion will be voted on and if it fails, the original main motion will return to the floor. It must be seconded. ("As a substitute motion, I move...")

Amending a motion:

Used to make small changes in a main motion. Each amendment must be seconded and voted on. ("I move to amend the main motion")

Withdrawing a motion:

The mover may withdraw a motion, only if there is no objection by another member. ("If there is no objection, I'll withdraw my motion.") The seconder need not withdraw the second.

Division of Assembly:

The request to take a hand count in the event a vote by voice is close. ("Division")

Close debate:

To see if the members are ready to vote. This motion requires two thirds vote. ("I move to close debate...") or ("I move the previous question...")

Point of order:

Any time a member believes parliamentary procedure has been violated.

Adjournment:

For the sake of completing business, it is best to wait for the President to call for adjournment. However, it is a member's privilege to move it.

HOW MEMBERS CAN HELP THE MEETING RUN SMOOTHLY

1. Be on time for meetings. You may be needed for a quorum.
2. Sit up front to allow latecomers the rear seats.
3. Stand when speaking, remain seated when others are speaking.
4. Take part in a debate if you have a viewpoint to express or want information.
5. Don't claim the floor again if there are others that would like to speak for the first time.
6. Listen to the comments and questions of others in order to have a good understanding of what is being voted on.
7. Ask for a clarification if you don't understand what is being voted on.

AWARDS

ROBERT STIELER MEMORIAL AWARD

Each year the club awards the "Robert Stieler Memorial Award" to the student member who has made the greatest contribution to the club, along with personal progress in aviation. This award is usually presented at the Spring banquet. Robert Stieler, a retired Naval Aviator, had a great interest in the Aero Club and left a considerable financial contribution to the club upon his death.

ROWLAND AND WINNESS ANDERSON MEMORIAL AWARD

Each year the club awards the "Rowland and Winness Anderson Memorial Award" to the student member who has good meeting attendance, high participation in club activities, attained academic achievement and made personal progress in their flight training. Rowland Anderson was a Math Professor at St. Cloud State University, one of the original Aero Club members, and the club Advisor for a number of years.

AERO CLUB JACKETS, SWEAT SHIRTS, AND CAPS

Jackets and Sweatshirts are purchased as needed. The membership will be notified when items may be purchased. Member demand for apparel determines availability of such items. Wear your sweatshirts and jackets to increase our visibility on campus.

FLYING SAINTS TEAM

A team is selected each year to represent the university in regional and/or national flying and ground competition. These are students who demonstrate an excellence in airmanship and an interest in flying competition. Any student member, including non-current pilots, can try out for the team. The Aero Club hosted the 1974 National Intercollegiate Flying Association National Air meet and also hosted the 1978, 1979, 1983, 1989, 1993, and 2000 regional air meets.

ALUMNI INFORMATION

Former members of the Aero Club are encouraged to notify the board of changes of address. The Club may wish to inform the alumni of items of interest at various times. Also, Alumni are still eligible to fly Aero Club aircraft, provided they complete and submit an Application for Membership requesting Alumni status. It is the same form used for all membership applications and is available on the Aero Club website: www.scsuaeroclub.org