

SCSU AERO CLUB, INC.

CORPORATE CHARTER AND BY-LAWS

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CORPORATE CHARTER OF

THE ST. CLOUD STATE UNIVERSITY AERO CLUB

Incorporated in the State of Minnesota on March 3, 1950

NAME

This corporation shall be known as the St. Cloud State University Aero Club, Inc.

OBJECT

The general purpose of said corporation shall be to offer the facilities for the study of aviation subjects, research in flight training methodology, and pilot training at economical rates for members of the university community. This corporation is not organized for pecuniary profit, and its earnings shall belong exclusively to the corporation for the general purpose here-in-before expressed. This corporation shall have the power to acquire and hold property, both real and personal, for its use and shall have the power to borrow money and issue bonds or other evidences of indebtedness and execute mortgages or deed of trust of its property to secure the same. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501 (c) - (7) of any of the Internal Revenue codes of 1954 (or the corresponding provision of any future United States Internal Revenue Law); (b) by a corporation, contributions to which are deductible under section 170 (c) - (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). The corporation is organized exclusively for educational non-profit purposes, for the study of aviation subjects and pilot proficiency training by members of St. Cloud State University (SCSU), and other St. Cloud area educational institutions identified in the corporate bylaws, that qualify as an exempt organizations under the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). No part of the net earnings of the corporation shall inure to the benefits of or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of the corporation shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of the corporation.

RESOLUTION OF CORPORATION

In the event of dissolution, the Board of Directors, with input from the membership, will distribute any remaining assets to organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at that time qualify as exempt organization(s) under the Internal Revenue Code of 1954, or amendments thereto, that encourage and/or support individuals to pursue aviation for personal or professional aspirations.

BYLAWS OF ST. CLOUD STATE UNIVERSITY AERO CLUB, INC.
ST. CLOUD, MINNESOTA
Revised as of March 7, 2015

ARTICLE I. MEMBERS

Section 1.

Membership in the corporation shall be limited to students, faculty, and professional support personnel attending and/or employed at St. Cloud State University, St. Cloud area educational institutions, and aviation related organizations as specified by the by-laws, who meet the qualifications specified herein. Membership enrollment shall be open at any time the vice President, Faculty Advisor, or Treasurer is available to process membership applications.

Section 2. Classifications of members.

A. CORPORATE MEMBER.

- 1. Student Member.** A person who is currently enrolled at SCSU with a 6 credit minimum during the semester, joined, who has paid the appropriate student corporate initiation fee and annual membership fee, and maintains enrollment in at least 1 credit per semester during the academic year. (The Flight Team shall be made up of only student members and only those who meet NIFA requirements), exceptions to be approved by the Board.
- 2. Faculty Member or Support Personnel Member.** A person currently employed at SCSU and who has paid the appropriate corporate initiation fee and annual membership fee.
- 3. Student Member Non-SCSU.** A person who is currently enrolled at the St. Cloud Technical and Community College, St. John's, or St. Benedict's Universities with a 6 credit minimum during the semester joined, who has paid the appropriate student corporate initiation fee and annual membership fee, and maintains enrollment in at least 1 credit per semester during the academic year.
- 4. Faculty Member or Support Personnel Member Non-SCSU.** A person currently employed by the St. Cloud Technical and Community College, St. John's, or St. Benedict's Universities and who has paid the appropriate corporate initiation fee and annual membership fee.

B. Non-Corporate Student, Faculty, or Support Personnel Member. A person who is currently a student, faculty, or support personnel at SCSU, St. Cloud Technical and Community College, St. John's, or St. Benedict's Universities. Student's need a 6 credit minimum enrollment during the semester joined and be enrolled in at least 1 credit per semester during the academic year to maintain status.

C. ALUMNI MEMBER. A former student, faculty, or professional support personnel member who has completed at least two semesters or three quarters of active membership in the Aero Club or has graduated from St. Cloud State University, who applies using the appropriate form(s), and is accepted by the Board of Directors as an alumni member, and pays the annual membership fee. Alumni members have no voting rights. They may fly corporate aircraft under the same rules and regulations stated elsewhere herein provided they are corporate members or pay the corporate initiation fee, although alumni rates for such flight privileges may be higher than rates for corporate members.

D. FAMILY MEMBER. The wife, husband, or child under 26 years of age of an active corporate or alumni member is eligible for family membership upon written request of the corporate member to, and approval by, the Board of Directors. Each family member shall pay the annual membership fee and shall have flight privileges in corporate aircraft, provided that the original corporate member is a licensed pilot with a private rating or higher.

- E. **STUDENT MEMBER non-SCSU:** A person who is currently at the St. Cloud Technical and Community College, St. John's or St. Benedict's Universities with a 6 credit minimum during a semester and who has paid the appropriate student corporate initiation fee and annual membership fee.
- F. **ASSOCIATE MEMBER:** An individual approved by the board under one of the following special circumstances not covered in another membership category: A member of the St. Cloud Chapter of the EAA (Chapter 551) who has applied using the appropriate forms, an Aero Club hangar tenant, or an individual who the membership has recognized as having made an extraordinary contribution to the Aero Club. Associate Members pay the appropriate annual membership dues and may fly corporate aircraft under the same rules and regulations as stated elsewhere herein although associate rates for such flight privileges may be higher than rates for corporate members. Associate Members have no voting rights.

Section 3. Membership standing.

- A. **GOOD STANDING.** A member who does not owe the corporation money and is not under disciplinary action by the corporation is in good standing.
- B. **ACTIVE MEMBER.** A student, faculty, or professional support personnel member who is in good standing is an active member. Only active members have voting privileges. Non-SCSU members cannot vote on SCSU student organization business. (Quorum at corporate meetings is determined from all active members.)
- C. **GROUNDING MEMBER** is one who no longer has flight privileges in corporate aircraft as a result of owing money to the corporation, failure to successfully complete any required check ride, or who the Board of Directors has grounded for violation of FARs, Aero Club rules, or Aero Club operational policy.
- D. **A SUSPENDED MEMBER** is a person who has temporarily or permanently lost all membership privileges due to disciplinary action by the Board of Directors.

Section 4. Meeting attendance.

All members are strongly encouraged to attend all monthly meetings. Corporate members must attend at least two meetings per semester to be in good standing. Failing to attend at least two meetings per semester will result in the member being grounded (loss of flight privileges). The only exceptions are unavoidable night classes and family medical emergencies, which will be reviewed by Aero Club board members.

The General Policy of the board regarding night classes is that you will be allowed to make up missed meetings during the following regular academic semester.

Section 5. Summer flight privileges.

- A. Student members who join the corporation during the regular academic year and are members in good standing during spring semester, but are not enrolled during the summer sessions, are considered to meet the requirements of enrolled students for summer flight privileges at student rates. Graduating students who are not registered for additional SCSU, St. Cloud Technical and Community College, St. John's, or St. Benedict's classes shall have their flight privileges terminated on the date of their commencement. (Those who have completed the requirements for alumni membership may apply for that status to the Board of Directors).
- B. Faculty and Professional Support Personnel members whose contracts have not been renewed for the subsequent school year shall have their corporate membership privileges terminated at the

completion of their employment. (Those who have completed the requirements for alumni membership may apply for that status to the Board of Directors).

ARTICLE II. FEES, CHARGES AND FINES

Section 1.

A corporate membership initiation fee will be paid prior to entry into the corporation in accordance with the following schedule:

A. Student members	\$40.00
B. Faculty or Professional Support Personnel member	\$100.00

New members joining after January 1 of the academic year will be assessed 1/2 of the posted dues, in addition to the current initiation fee.

When a corporate member has paid yearly dues, but graduates or no longer enrolled prior to the end of the fiscal year, that member may hold Alumni status, if they apply to do so, for the remainder of said membership period without incurring additional fees.

Family members are not voting members of the corporation, and therefore there shall be no corporate initiation fee for those who are granted such membership.

Section 2.

The amount of dues for annual membership fees may be changed by corporate members at the March meeting, for the following fiscal year. (Our fiscal and membership year runs from July 1st through June 30th).

Section 3.

Usage rates for corporate aircraft and other corporate services shall be reviewed and set periodically by the Board of Directors to reflect average operating cost, and may include a rebate policy to encourage club participation and meeting attendance. Any applicable rebates will be deposited to members' respective account. Rates appropriate for different classifications of membership shall also be set by the Board of Directors. The current established rates shall be posted at the airport.

Section 4.

User charges for corporate aircraft and services shall be paid immediately (within 1 hour) upon completion of each flight. Nonpayment will result in being grounded (i.e.: you cannot fly until otherwise notified), and in warnings and fines that will be assessed by the board according to the following schedule.

- A. 1st offense: attendance required at a board meeting.
- B. 2nd offense: member is given the option of 1 hour service rendered to the Aero Club or a \$25 fine.
- C. 3rd offense: a severe fine determined by the board of directors and possible expulsion from the club.

In the event a member shows willful disregard for financial obligations incurred from the Aero Club, the board of directors may vary from this policy as necessary.

Section 5.

- A. In addition to being grounded a \$20 fine will be assessed to you if you fly an Aero Club airplane past your six month check out period. Not paying annual dues by the November meeting will result in a \$5 fine. During cold weather months (when extension cords are provided for plugging in aircraft), failing to plug in an aircraft will result in a \$5 fine and as a result of said negligence the aircraft is too cold to start you will be charged for the preheat cost.

ARTICLE III. OFFICERS

Section 1.

The officers of the corporation shall be as follows to meet both corporate and SCSU student organization and rules:

President	a SCSU student member
Vice President	a SCSU student member
Vice President	a non-SCSU student member
Secretary	a SCSU student or alumni member
Treasurer	a SCSU current faculty or staff member or emeritus
Publicity/Program Officer	a student or alumni member
Operations Officer	a student or alumni member
Advisor	a current SCSU faculty or staff member

Note: At least one other officer besides the President and Vice President needs to be an SCSU student.

Section 2.

A. All of the officers shall be elected by the active membership by secret ballot from a slate of candidates nominated from the floor. Nominations shall be opened at the March meeting, and further nominations shall be in order at the April meeting. After nominations have closed for a particular office, each nominee shall have the opportunity to address the membership for a time limit to be determined by the membership. The nominations, balloting, and the election shall be conducted separately for each office, starting with the office of President, and concluding with the office of Advisor, in the order of officers listed in section 1 of this Article. A majority vote shall be required to elect. In the event that there is no majority vote the membership will elect from the top two candidates.

B. In the event that student organization status cannot be maintained or the membership chooses to not be a recognized student organization at St. Cloud State University and the board elections cannot be held the following provisions will go into effect:

- a. The board members elected per Article III Section 2 A. shall maintain their board positions for a period up to one year.
- b. The board will determine if a new board of directors can be elected per Article III Section 2 A. within one year. If so that election will take place as soon as possible and the newly elected board will serve until specified per Article III Section 3.
- c. If it is determined that a board cannot be elected per Article III Section 2 A. within one year then a new board of directors will be elected per the following:
 - i. Officers of the Corporation:

President	Current member with previous board experience
Vice President	Current member
Secretary	Current member
Treasurer	Current member
Operations Officer	Current member with previous board experience

 (Preference will be given for current members with previous experience as advisor or treasurer under normal board format for two board positions)
 - ii. Current Members: All members of the corporation that have paid current dues.
 - iii. Election of officers: By majority vote of current members.

iv. Board of Directors will serve per Article III Section 3.

Section 3.

All officers shall serve for a term of one year or until their successors are elected, and their term of office shall run from May 1st through April 30th.

All officers on the Aero Club Board may only serve one executive position in the Aviation Organizations at St. Cloud State University.

Section 4.

Vacancies are created during the year by graduation, termination of studies or employment contract at SCSU, or other actions resulting in inactivity. Membership shall be filled by election from candidates nominated from the floor at a regular or special corporate meeting. Notice of such vacancies shall be distributed to all active members at least two days prior to said meeting. Summer vacancies may be filled by a majority vote of the Board of Directors on a temporary basis until an election can be held when the regular academic year resumes.

Section 5.

Corporate officers shall be remunerated for their services at the following rates:

- A.** The President, Vice President, Operations Officer, Secretary, Publicity/Program Officer, Faculty Advisor, and Treasurer shall each be entitled to fly Aero Club aircraft at a percent of the posted corporate rate, up to a given number of hours per quarter (the first quarter starts June 1), both which the membership shall determine at the March meeting annually, or at another meeting as proposed by the Board of Directors. If a motion to change such remuneration fails to pass, remuneration shall remain the same as it currently is for the next term of the office (no changes to the balance). The number of hours allotted to each officer shall be cumulative during each term of office, but an accumulation shall be lost on June 1st each year.
- B.** The Treasurer shall be remunerated at a rate, which the membership shall set, by a majority vote, at the March meeting. If no such motion passes, the rate shall remain the same as it currently is, for the next term of office.

Section 7.

Any officer may be removed from his/her office for violating the corporate bylaws, or encouraging others to do so, or not performing the duties of his/her office as prescribed in these bylaws. Removal proceedings may be initiated by motion of any active member and decided by secret ballot of the active membership. Such removal shall require a two-thirds vote at a regular or special corporate meeting. Notice of such action shall be distributed to all active members at least one week prior to the meeting at which such motion is to be voted on.

ARTICLE IV. DUTIES OF OFFICERS

Section 1.

The general duties of officers shall be as implied by their respective titles. Specific duties shall include, but are not limited by, the following:

- A.** Duties of the president. He/she:
 - 1.** shall reserve rooms for and preside at all meetings. This includes calling the meeting to order, ascertaining that a quorum is present, announcing each item of business in its proper sequence, recognizing members who are entitled to the

floor, stating motions, calling for debate, putting motions to a vote, announcing the result of each vote, making decisions on procedural matters that arise, expediting the business in every way compatible with the rights of members, and adjourning the meeting.

2. shall have at each meeting a copy of (A) the bylaws of the corporation, (B) Robert's Rule of Order Newly Revised, (C) a list of all committees and their members, and (D) a memorandum of the complete order of business, including general orders and unfinished business, scheduled to be acted upon at the current meeting.
3. shall appoint all standing committees and be an ex-officio member of same without vote.
4. shall prepare a written state-of-the corporation message for presentation to members at the October and April meetings. This report shall be filed with the secretary.
5. shall have a working knowledge of and conduct meetings in accordance with the rules in Robert's Rules of Order.
6. shall be the Aero Club representative to the St. Cloud State Aero Club Alumni Association.
7. shall check the comment box.
8. must have been an active aero club member for 1 year.

B. Duties of the Vice president. They will work together unless noted and:

1. shall preside at meetings in the absence of the President (SCSU student Vice-President)
2. shall assist the Publicity/Program Officer on functions that relate to the recruitment of members.
3. shall take attendance at all corporate meetings.
4. shall conduct new member orientations.
5. shall maintain an accurate list of all members' names and addresses, by membership classification, and shall have that list at each corporate meeting.
6. shall prepare and mail a monthly newsletter to inform members of corporation activities, and shall distribute any required notices of special corporation meetings, stating the precise item(s) of business for which such meeting is called.
7. shall perform executive functions as defined by the President.
8. shall have a working knowledge of parliamentary procedure.
9. shall perform the duties of the President should that position become vacant. (SCSU student Vice-President).

10. Shall perform the duties of the programs and publicity office if that position is vacant.
11. Shall be the liaison to the board for SCSU and non-SCSU member concerns as appropriate.

C. Duties of the Secretary. He/she:

1. shall keep the minutes of all regular and special corporation meetings, in the format prescribed by Robert's Rules of Order.
2. shall be responsible for corporate correspondence as authorized by the Board of Directors.
3. shall have on hand at each meeting (A) a copy of the bylaws of the corporation, (B) a list of all existing committees and their members, and (C) the order of business and the list of unfinished business to be acted upon at the current meetings.
4. shall perform executive functions as defined by the president.
5. shall be the Historian and compile an annual yearbook.
6. shall be the Aero Club's representative to the Council of Organizations.

D. Duties of the Treasurer. He/she:

1. shall keep an itemized account of all corporate receipts and disbursements.
2. shall pay all bills incurred through normal corporate operations, under authority of the Board of Directors.
3. shall prepare and present an annual financial report including a detailed balance sheet, income statement, maintenance cost per aircraft, and hours flown per aircraft at the February meeting.
4. shall receive all moneys due to the corporation and be fully responsible for depositing same in corporate accounts.
5. shall audit the flight records and be responsible for collecting accounts payable to the corporation.
6. shall maintain the flight list.
7. shall assist in maintaining the membership list.

E. Duties of the Program/Publicity Officer. He/she:

1. shall set up Aero Club displays at various campus and aviation events.
2. shall contact the media with information on Aero Club activities.
3. shall organize tours for the Aero Club members.
4. shall plan programs of interest to members for the monthly meetings.

5. shall plan Aero Club social events.

F. Duties of the Operations Officer. He/she:

1. shall monitor compliance with flight rules outlined in Article X.
2. shall check the status board and logbooks weekly to ensure accuracy.
3. shall be in charge of the aircraft reservation policy.
4. shall chair the Flight Safety Committee
5. shall be responsible for updating Airman's Information publications.
6. shall report to club members the status of the fleet.
7. shall be the keeper of the hangar and shall maintain items used in securing and protecting corporate aircraft.

G. Duties of the Faculty Advisor. He/she:

1. shall serve with the President as liaison between the corporation and the university administration.
2. shall notify next of kin in the event of death or injury to corporate members caused by accidents involving corporate equipment.
3. shall serve as advisor to any team entering NIFA sanctioned competition, or appoint a substitute to serve as the same.
4. may appoint qualified person(s) to assist with the flight team.
5. coordinate activities with maintenance personnel.
6. Shall serve as the student organization advisor.

Section 2.

Each officer shall be obliged to report all bylaws and policy violations he/she becomes aware of. Such violations must be reported to the Board of Directors as soon as practical, but no later than the next board meeting.

ARTICLE V. MEETINGS

Section 1.

A corporation meeting will be held each month of the regular academic year. These regular corporation meetings will be held during a time and date to be determined by the SCSU Aero Club.

Section 2.

Special corporation meetings may be called by the President or by the Board of Directors or at the written request of 20 percent of the active members. Notice of such meetings shall be distributed to all active members at least one week prior to the meetings. The precise item(s) of business to be considered at such a meeting shall be included in the notice. In cases of emergency, the requirement for a full week prior notice

may be waived by a two-thirds vote of the Board of Directors.

Section 3.

Twenty-five percent of active membership shall constitute a quorum necessary to conduct business at all regular or special corporate meetings.

Section 4.

The order of business at the regular monthly corporate meetings shall proceed as follows:

- A. Call the meeting to order and ascertain that a quorum is present.
- B. Read and approve the minutes of the last corporate meeting(s).
- C. Reports of Officers and Standing Committees.
- D. Reports of Special Committees.
- E. General orders (e.g. setting annual membership fees and remuneration of officers at the March meeting, elections at the April meetings, committee appointments by the September meeting, etc.).
- F. Unfinished business.
- G. New business.
- H. Adjournment of the business portion of the meeting.
- I. Program. (This may be presented earlier, at the discretion of the Board of Directors).

ARTICLE VI. BOARD OF DIRECTORS

Section 1.

The corporation will have a Board of Directors. Membership of said Board will consist of the officers of the corporation.

Section 2.

The primary function of the Board of Directors will be to establish operational policy, to act in matters concerning suspension and disciplinary actions, to approve expenditures of corporate funds, and to conduct all necessary business during the period when SCSU is not in session, except the sale, purchase, and leasing of major assets by corporation officials shall be approved by resolution of active membership, unless necessary to replace a damaged asset. If, however, the business of a regular or special corporate meeting is to act on the sale, purchase, or leasing of a major asset and a quorum is not present, then the Board of Directors shall be empowered with full authority to act on the same.

Section 3.

The Board of Directors will generally meet weekly during the regular school year. Fifty percent of the membership of the Board of Directors shall constitute a quorum necessary to conduct the business of the Board of Directors.

Section 4.

Corporate employees may be hired as deemed necessary by the Board of Directors for the efficient and smooth operation of the club. Compensation for such employees shall be decided upon by the Board of Directors.

Section 5.

The Board of Directors shall establish operational policy consistent with, but not necessarily as permissive as, current FARs. Subsequent to the Board's actions, such operating rules are subject to review and ratification of the active membership at a corporate meeting. When reviewing such policy, adoption or repeal shall be determined by a simple majority vote. Copies of such adopted operating rules shall be made available to all members, and a master copy of all current operating rules shall be maintained at the airport.

Section 6.

The Board of Directors shall determine which certified flight instructors shall be deemed "approved flight instructors" for training and check rides of members in corporate aircraft.

Section 7.

The Board of Directors must investigate all charges of regulation and policy violation. In cases of aircraft accidents or incidents involving corporate aircraft, the Board of Directors shall, with the Flight Safety committee, conduct an investigation to determine the factors contributing to the accident or incident, and to prepare a report detailing those findings.

Section 8.

The Board of Directors shall take necessary disciplinary action, including possible suspension of membership privileges, against those found violating established rules. Any corporate officer may temporarily ground or suspend a violator if he/she deems it necessary and in the interest of the corporation. Such grounding or suspension shall be valid until reviewed at the next Board of Directors meeting.

Section 9.

A suspended member can be reinstated by satisfactorily demonstrating to the Board of Directors a responsible attitude toward corporate policies and equipment.

Section 10.

The membership of this corporation shall have the right to appeal a decision of the Board of Directors with respect to disciplinary actions and/or suspensions of membership privileges. Such appeal shall be possible by a written petition of the membership at a regular or special corporation meeting, accompanied by the motion of an active member to overturn the Board's decision. The Board's decision shall be overturned by a two-thirds vote at such a meeting.

Section 11.

Any corporate officer shall have the authority to ground corporate aircraft when conditions warrant.

ARTICLE VII. COMMITTEES

Section 1.

All standing committees shall be composed of at least three active members, two of which must be student

members.

Section 2.

A Flight Safety Committee shall be appointed by the President no later than the May meeting. This committee shall be active effective with the new fiscal year (beginning July 1st and shall serve until June 30th) and shall be responsible for proposals regarding the standards of performance for members to check out as qualified for:

- A.** initial check-out in each type/model aircraft
- B.** right-seat pilot-in-command
- C.** Annual Flight Review
- D.** night flight and night navigation
- E.** annual instrument recurrency check rides

The Flight Safety Committee's recommendations shall be reviewed and approved by the Board of Directors, and the standards of performance shall then be posted for members use.

The Flight Safety Committee shall also investigate, with the Board of Directors, all cases of accidents or incidents involving corporate aircraft and/or Aero Club members.

In addition, this committee shall meet at least once per fiscal year to discuss safety issues and determine recommendations for revisions that may be necessary to the Standards of Performance.

Section 3.

An Auditing Committee shall be appointed by the President at the September meeting, whose duty it shall be to audit the Treasurer's accounts for the previous fiscal year, and report to the membership at the October meeting.

Section 4.

These bylaws shall not restrict the President from appointing other standing committees, or informal committees to consider and plan activities, and to encourage fellowship among members, their friends, family, and prospective members. Such committees shall not have authority to spend corporate funds unless approval by a majority of active members at a regular or special corporate meeting.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the corporation in all cases to which they are applicable. In cases in which they are not consistent with the corporation charter, these bylaws, or any special rules of order the corporation adopts, will prevail.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular or special corporate meeting during the regular academic year by a two-thirds vote, provided that the amendment(s) have been submitted in writing at the previous regular or special meeting. Such proposed amendments shall be distributed to all active members at least one week prior to the meeting in which they will be debated and voted upon.

Amendments or changes relating to the corporate charter or the by-laws that would change the nature of the organization, ownership of major assets, and/or dissolution of the SCSU Aero Club, inc. require a two-thirds

majority vote of each corporate member type.

ARTICLE X. RULES

Section 1.

- A. All operations involving corporate aircraft shall be conducted in accordance with the current FARs, the corporate rules prescribed below, other Aero Club operating policies, and limitations imposed upon the corporation by insurance policy parameters, whichever is most restrictive in each case.
- B. Each member must complete at least 3 takeoffs and landings within the preceding 90 days to be Aero Club Current. He/She must be checked out and signed off by a CFI.

Section 2.

“Approved Flight Instructors” are defined as only those who have been approved by the Board of Directors, for instruction in corporate aircraft.

Section 3. AIRCRAFT OPERATIONS AND LIMITATIONS:

- A. The aircraft owner's handbook or manual shall be used to determine proper aircraft operating procedures and operating limitations. Each member shall have the appropriate manual with him/her in flight.
- B. No corporate aircraft shall be flown solo by a student pilot if the surface wind exceeds 15 knots or if the gust spread is in excess of 10 knots (e.g., winds reported at 10 knots with gusts exceeding 20 knots). Other certificated pilots shall operate within their own and the aircraft's limitations.
- C. **WEATHER MINIMUMS in AGL** (Night is defined as sunset to sunrise)

	Non-Instrument Rated and Current	Instrument Rated and Current and Dual Instruction
VFR Day Traffic Pattern	1000' and 3 miles	1000' and 3 miles
VFR Night Traffic Pattern	1500' and 4 miles	1000' and 3 miles
VFR Day Cross-Country	2000' and 6 miles	1000' and 3 miles
VFR Night Cross-Country	3000' and 8 miles	1000' and 5 miles
IFR Day	NA	Reports and forecasts that indicate approach minimums at departure and destination ETA, but not less than 300' and 1 mile
IFR Night	NA	Reports and forecasts that indicate approach minimums at departure and destination ETA, but not less than 500' and 2 miles

- D.** All landing in corporate aircraft shall be made at licensed public airports shown in the Sectional Charts or Airman's Informational Manual, unless a genuine emergency exists, or unless prior permission is received from the Board of Directors.
- E.** Simulated forced landings by student pilots may be practiced only with an approved flight instructor who is conducting dual instruction.
- F.** All flights shall be posted before departure in the airplane sign out book ("Brown Book"). Flights shall be described by proposed legs and landing points, the expected time of return, and the name and phone number of a destination contact. Names of passengers accompanying the member for each leg of the flight shall also be entered in the airplane sign out book ("Brown Book") prior to departing.
 - 1. Any change to the proposed flight(s), either before or during the flight(s), should immediately be changed in the airplane sign out book ("Brown Book") to reflect the most correct information pertaining to the flight (i.e. contact Wright Aero and tell them to change the 'brown book' if you change your flight path, proposed destination, etc.).
 - a. Subsection 1 does not apply in the event of an emergency that prohibits the pilot from accomplishing this without compromising safety. However, every possible effort should be made to contact Wright Aero, a board member, faculty advisor, etc. as soon as possible.
 - 2. After full completion of the airplane sign out book ("Brown Book"), members shall exchange the airplane sign out book ("Brown Book") with the dispatcher to obtain keys to aircraft.
- G.** Intended flights of two hundred forty (240) nautical miles or more from St. Cloud, or those flights where aircraft will be away from St. Cloud overnight, shall be reported to a board member with the appropriate form(s) completely filled out no later than 2 days before the flight for approval prior to departure. In addition, current weather prior to the time of departure and forecasted weather at time of return must be approved with the Operations Officer and/or CFI employed at Wright Aero to ensure that the weather will be conducive to the flight being conducted.
 - 1. Flights over 300 nautical miles must be flown by an instrument rated pilot unless approved by board.
 - 2. For any flights over 400 nautical miles, planning must be approved by board.
 - 3. At the discretion of the Board of Directors, an appropriately rated pilot may be sent to pick up a 'stranded' aircraft at the expense of the pilot who had originally rented the aircraft.
- H.** No corporate aircraft shall be flown cross-country into designated mountainous areas (as described in the Airman's Information Manual) except as authorized by the Board of Directors.
- I.** No corporate aircraft shall be flown outside the continental United States except as authorized by the Board of Directors. Approval for all such flights should be requested at least two weeks prior to the intended flight. Members shall be responsible for any additional insurance premiums incurred by such flights.
- J.** Pilots with private certification or higher on all night cross-country flights (farther than 15 nautical miles from the STC airport), on day flights of more than 60 nautical miles from the St. Cloud airport, and student pilots on all cross-country flights shall file and activate flight plans with a Flight Service Station (FSS). A member flying with an FAA examiner for the purpose of a certificate or rating examination need not file a flight plan for that flight.

K. All night flight operations have the following requirements:

1. all gyro's operable
2. operable radio
3. one hour fuel reserve
4. beacon, all position lights, and panel lights operable
5. working flashlight on board

The requirement for (1) or (2) may be waived with approval of the Operations Officer, Maintenance Officer, or Faculty Advisor.

L. Outside air temperature

1. No corporate aircraft may be flown when the outside air temperature is less than minus twenty one (-21) degrees Celsius, (-6) degrees Fahrenheit.
2. No student solo flights, stalls, or touch and go landings are allowed when the temperature is less than minus fifteen (-15) degrees Celsius, (5) degrees Fahrenheit.
3. No corporate aircraft shall be flown when the wind chill falls below negative thirty four (-34) degrees Celsius, (-30) degrees Fahrenheit.

M. No club member shall fly a club aircraft lower than 1500 feet AGL over the St. Cloud Metro Area (includes Sauk Rapids, Sartell, and Waite Park).

N. The Aero Club will only cover up to 125% of the current St. Cloud Aviation fuel price, on all fuel purchases made off the field. A member that goes over that 125% will pay the difference between their price paid and the 125%. At the discretion of the Board of Directors, if a special situation exists, the board may reserve the right to have the club cover the entire purchase. No Aero Club aircraft may be flown to another airport to fill with fuel to receive "perks" for personal use or extra benefit.

Section 4. PILOT QUALIFICATIONS AND CERTIFICATIONS:

A. The pilot in command of a corporate aircraft must be a member in good standing, or an approved flight instructor either accompanying a member in good standing, or ferrying the aircraft.

B. The pilot in command must occupy the left front seat unless he/she has been declared proficient by an approved flight instructor to act as pilot in command from the right seat. Upon initial check out in the right seat he/she must notify the Operations Officer of the qualification. (Standards of performance for such checkouts shall be determined by the Flight Safety Committee, approved by the Board of Directors, and posted.)

C. All members must have the following documents in their possession when flying corporate aircraft:

1. FAA pilot certificate
2. Medical certificate
3. Government issued photo ID
4. FCC radiotelephone operator's permit is required for flights outside the United States

5. Aircraft operating manual
- D. All members who take flight instruction in corporate aircraft (including those receiving instruction beyond the private license) shall do so with an approved flight instructor.
 - E. Student pilots shall be briefed and the aircraft flight log shall be signed by the supervising CFI prior to each solo flight. No overnight student cross-country flights are allowed.
 - F. A student pilot who has more than seventy (70) hours of flight time logged and/or has not received his/her private pilot license within two (2) years since commencing flight instruction will have his/her flight privileges reviewed by the Board of Directors.
 - G. All members shall complete an initial pilot check out in each type/model aircraft with an approved flight instructor prior to acting as pilot in command. (Standards of performance for such checkouts shall be determined by the Flight Safety Committee, approved by the Board of Directors, and posted).
 - H. All pilots, except certified flight instructors, shall complete an annual check ride in the most complex corporate aircraft that the member wishes to have flight privileges in, with an approved flight instructor, except that a person satisfactorily completing an FAA flight check in an Aero Club plane for a pilot certificate or rating shall have satisfied this requirement for the subsequent year in that type of aircraft. (Standards of performance for such check rides shall be determined by the Flight Safety Committee, approved by the Board of Directors, and posted).
 - I. Any member conducting solo night flight in a corporate aircraft must satisfy the following minimum qualifications:
 - 1. private pilot rating
 - 2. certified for night flight and night navigation by an approved flight instructor according to standards determined by the Board of Directors, and posted
 - J. All instrument rated pilots except Certified Instrument Flight Instructors shall complete an annual instrument recurrency flight check with an approved Instrument Flight Instructor. For those members not accomplishing this flight check, flight privileges in corporate aircraft shall preclude IFR flights as pilot in command.

Section 5. MAINTENANCE AND HANGAR POLICY:

- A. Members shall report all aircraft malfunctions and damage to Maintenance or Operations Officer as soon as possible. Damage or malfunctions that present imminent danger to persons and/or equipment will be handled in the following manner:
 - 1. Remove keys and lock the aircraft.
 - 2. Note the discrepancy in the appropriate column of the aircraft sign out log, and on the aircraft sign out.
 - 3. Report the discrepancy to Dispatch or Maintenance. The member may ground the aircraft, but cannot authorize maintenance.
- B. No member shall fly a corporate aircraft that has been reported damaged or unsafe until airworthiness has been confirmed by a certified aviation mechanic.
- C. If, due to mechanical or operational difficulties, a forced landing is made, the Faculty Advisor,

Operations Officer, or Maintenance shall be notified as soon as possible. No attempt to take off shall be made until the aircraft is cleared for further flight by a licensed mechanic, or the Faculty Advisor.

- D. Members shall be responsible to hangar or tie down and lock corporate aircraft after completion of each flight in accordance with the guidelines set forth in the *Membership Manual*. A penalty may be assessed for not securing the aircraft. On cross-country flights the member is responsible for all landing, parking, heating, hangaring, and other such fees.

Section 6. ADMINISTRATION:

- A. Members shall be liable for payment of repairs necessitated by damages to corporate property resulting from violation of corporate policies, FARs, and/or negligence, as determined by the Board of Directors. Such liability shall be limited to the uninsured amount.
- B. Upon completion of each flight, complete and accurate flight information must be logged on the corporate forms provided.
- C. Corporate aircraft shall be scheduled on a first-come-first-serve basis, except that corporate business may take precedence over personal flying. The Board of Directors shall determine the matter of precedence in such cases.
- D. If a member who has an aircraft scheduled does not claim the aircraft within the first 15 minutes of his/her scheduled time for local flight, or within one hour of his/her scheduled time for cross-country flights, that aircraft is available to others. Repetitive failure to report on time or failure to cancel flights shall be cause for grounding such a member.
- E. Corporate aircraft may not be reserved more than 90 days in advance, or for more than five successive days, except as otherwise authorized by the Board of Directors. (A reservation system shall be maintained by the Operations Officer). Board members may not reserve aircraft more than 60 days in advance unless they will pay full rate for such flight.
- F. Minimum flight time to be paid is 0.5 hours per flight or 2.0 hours per twenty four hour period. In extenuating circumstances (i.e. aircraft stranded for multiple days due to weather) the Board of Directors will make the decision as to what time the pilot is to be held accountable for.
- G. Aircraft keys shall be removed from the aircraft at the end of each flight and secured in the hanger office or handed to the next pilot scheduled to use the aircraft.

Statement of Non-Discrimination

St. Cloud State University will provide equal education and employment opportunities to all persons as required by MnSCU Policy 1B.1. It prohibits discrimination based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. Federal law also prohibits discrimination based on age, disability, pregnancy and certain Veteran status. The State of Minnesota further prohibits discrimination based on membership on a human rights commission. In compliance with the law and as an integral part of the mission of this university, St. Cloud State University is committed to providing equal education and employment opportunities to all students and employees. To carry out this commitment, SCSU not only prohibits discrimination in policy and process, but takes affirmative steps to prevent sexual and discriminatory harassment in the workplace and classroom. SCSU students or employees with concerns or uncertainty about possible harassment or discrimination are encouraged to contact Ellyn L. Bartges, who is the university Designated Officer, Title IX Coordinator/Officer and the Equity & Affirmative Action Officer (phone 308-5123 or via email at affirmativeaction@stcloudstate.edu). At www.stcloudstate.edu/affirmativeaction/policies, you will find SCSU policies and procedures pertaining to discrimination, harassment and sexual assault, as well as information on resources available to you.