CENTER 'O' FLYING CLUB
RULES OF OPERATION

1.1 PRINCIPLES OF A NON-PROFIT CORPORATION

The Center O Flying club is a non-profit corporation. Each member owns one share in the corporation and has legal rights and responsibilities. The insurance covering the airplanes is specific and requires that the corporation comply with certain rules for the planes to be insured. The following rules of operation are intended to be both informative and limiting. What appears to some to be common sense may not be common at all. Therefore, these rules are provided to each member to obtain a uniformly high standard of competence in operation and courtesy among members. If the rules are adhered to, each member will have the maximum satisfaction in the club.

1.2 MONTHLY & ANNUAL MEETINGS AND NEWSLETTERS

The Board of Directors meeting is held at 7:00 p.m. on the second Tuesday of each month. The location of each meeting will be posted in the monthly newsletter.

At the beginning of each month, a Club Newsletter is sent to the membership with a billing statement for the previous month's activity. The newsletter contains important information and pertinent facts relating to the Club aircraft and safety.

An Annual Dinner Meeting open to all club members, prospective members, and guests is held each March to elect new members of the Board of Directors. A program on aviation may be presented after the dinner meeting.

1.3 BUYING AND SELLING MEMBERSHIPS

The Club is the transfer agent for all membership sales and purchases. The Club votes in new members and can withhold approval of a prospective member, so all new member contact should be done with proper caution. Prospective members should be directed to the new member committee chair as early in the interest cycle as possible to avoid incorrect information going to the prospect.

PROCEDURE

1. As soon as practicable, the prospective new member acquires an application for membership from the new member committee.
2. The new member committee reviews the application and approves or rejects the application. Each applicant is required to attend a board meeting before joining as a condition of membership. Approved applications are then referred to the board of directors for approval. The approved applications are dated and used as a source of prospective members.
3. When a membership becomes available, the applicant with the earliest date is then contacted to determine if he/she is still interested in obtaining a membership. If not interested, the application is disposed of. If an interest is shown, then the membership

committee provides the prospective members name and phone number to the sellers. The seller contacts the prospective member to negotiate the membership cost.

4. When agreement is reached between buyer and seller, the buyer then sends to the club treasurer the agreed upon selling amount, plus $400 initiation fee. The buyer then becomes responsible for the membership.
5. When the final indebtedness of the seller is known, and all appropriate keys and documents have been returned to the club, the seller then receives the selling price less any indebtedness.
6. As of the date of printing of these operating rules, the club is offering $25 in flying credit to members referring new members to the club, upon approval of the new member's membership. This offer is for a limited time, to promote sales of memberships up for sale, and may be rescinded by action of the board without notice.
7. If there are no prospective members available and a club membership becomes available, the club at its discretion may acquire the membership less indebtedness, the total of which shall not exceed $350.
8. IF THESE PROCEDURES ARE NOT FOLLOWED THE CLUB IS NOT OBLIGATED TO HONOR THE SALE!

1.4 MONTHLY ACTIVITY STATEMENT

If during the month:

- An ACTIVE member, flew one or more of the club aircraft, fixed cost pass through shall be $72.00.
- An INACTIVE member, no flight occurred, fixed cost pass through shall be $92.00.
- A SOCIAL member, does not have access to aircraft due to no medical, no flight review or financial, fixed cost pass through shall be $92.00.

The board may update the fixed cost pass through as necessary.

Fixed Cost pass through and all indebtedness are due and payable by the 25th day of the following month, as postmarked on the envelope. Late payment of any indebtedness will incur a $25 late fee.

Members are not allowed to debt themselves in excess of $750 in unpaid flying charges. When unpaid charges reach $750, the member must pay all or part of the unpaid balance before additional flying charges are accrued. It is the member's responsibility to keep track of their flying time and charges, and to make payment when required. Flying privileges may be suspended if unpaid balance exceeds $750.

Unpaid Fixed Cost pass through and penalties over 30 days late may result in action by the board of directors and will prevent any further scheduling of aircraft by that member. The board of directors must resolve all disputed unpaid bills.

1.5 FINES AND PENALTIES

These are guidelines. Application of these guidelines will be as follows:

1. First offense: Written warning will be issued.

2. Subsequent Offenses: Penalties as determined by the board of directors will be assessed.

A. MISCELLANEOUS INFRACTIONS & FINES
   1. Failure to refuel the aircraft: 1/2 hour of aircraft charge.
   2. Failure to fill out Hobbs time sheet: $5.00
   3. Failure to turn off master switch resulting in grounding of aircraft: 1 Hour of aircraft charge, plus repair costs.

B. OPERATING INFRACTIONS
   1. Failure to cancel aircraft reservations (**Including early returns**):
      a. First Offense: Member will be charged 1 hour of flight time of aircraft reserved.
      b. Subsequent Offenses: Member will be charged 1 hour of flight time of aircraft reserved and lose flying privileges for 30 days from date of incident.
   2. Failure to return aircraft at conclusion of reserved time:
      a. First Offense: Member will be charged 1 hour of flight time of aircraft reserved.
      b. Subsequent Offenses: Member will be charged 1 hour of flight time of aircraft reserved and lose flying privileges for 30 days from date of incident.
   3. Propeller damage that requires propeller removal for repair: Up to $1000.00
   4. Damage to aircraft due to pilot error: Up to $1000.00

C. GROUNDING SHALL RESULT FROM:
   1. Accident with aircraft-pending Safety Board Committee review.
   2. Account more than 30 days in arrears - Board approval.
   3. Lapsed Annual Flight Review
   4. Lapsed Medical Certificate
   5. Violation of Federal Aviation Regulations (FARs)
   6. Violation of these rules of operations
   7. Careless or reckless endangerment of life or property.
   8. Conduct unbecoming to the best interest of the club.
   9. Scheduling of 2 or more aircraft at one time.
   10. Allowing the member's unpaid balance to exceed $750.

D. EXPULSION MAY RESULT FROM:
   1. Violation of FARs.
   2. Careless or reckless endangerment of life or property.
   3. Conduct unbecoming to the best interest of the club.
   4. Members account 60 days in arrears.

1.6 INSURANCE

All club aircraft are covered with hull and liability insurance. A copy of appropriate insurance coverage and premiums is provided in each airplane. If a member wants to obtain extra insurance, they should contact Avemco or any other insurance carrier. The club's current policy area is the United States and Canada, excluding Alaska and Mexico.

1.7 CLUB OFFICERS AND COMMITTEE CHAIRS

The club has a Board of Directors who elect a set of officers including a President, Vice President, Secretary and Treasurer. The President also appoints committee chairs as needed to operate the club. Current committees include the following:

Safety
Nominations
Aircraft Maintenance
Bylaws and Operations
Auditing
Aircraft Damage Review
Membership Committee

1.8 CLUB RECORDS OF MEMBERS CERTIFICATES

The club purchases hull and liability insurance for all club aircraft (Section 1.6). In accordance with insurance firm regulations, it is imperative that members comply with all Center 'O' Flying Club Rules of Operation and also provide the club with annual flight review endorsements, medical certificates, and other expiration date sensitive endorsements as they pertain to flying club aircraft.

1.9 AIRCRAFT HOURLY RATES

Fuel Price Adjustments May Change Operating Rate Monthly.

1.10 CLUB AIRCRAFT RESERVATION

The current reservation system is online via Schedule Master, found at my.schedulemaster.com. Messages may be left for club officers or individual members.

1.11 HANGER ACCESS

Hangar lock codes may only be shared with members and approved family pilots. Hanger lock codes may not be otherwise shared with any person without board approval.

PRE-FLIGHT

2.1 OWNER'S MANUAL FOR EVERY PILOT

Each member is recommended to have a personal copy of an appropriate operations manual for each airplane he/she operates. It should accompany the pilot during flight operation. It is also an invaluable tool for review prior to going out to the airport. Having a copy on hand can save time and frustration for the pilot.

2.2 ANNUAL FLIGHT REVIEW REQUIREMENT

Each flying club member wishing to pilot club aircraft must have a current annual flight review endorsement from a certificated flight instructor. The annual flight review is to be conducted in accordance with FAR 61.56 Flight Review. A copy of the written endorsement must be on file with the club prior to flight.

2.3 PILOT CHECKOUT FOR EACH CLUB PLANE

The insurance company requires all pilots to have a checkout in each make and model before flying that make and model as Pilot in Command (P.I.C.). Checkout must be done by a certificated flight instructor.

APPROVED PILOTS

CESSNA 172N (N75898) & CESSNA 172P (54073)

Any flying club member who meets **all** of the following requirements:

1. Has a current and effective medical certificate (unless a pre-solo student pilot);
2. Satisfies the Club's **ANNUAL** flight review requirements;
3. Has received a checkout from, and written approval of, a certificated flight instructor in the same make and model as the insured aircraft.

CESSNA 182P (N52349)

Any flying club member who meets **all** of the following requirements:

1. Has a current and effective medical certificate (unless a pre-solo student pilot);
2. Satisfies the Club's **ANNUAL** flight review requirements.
3. Has at least the following logged pilot time in the **same make and model** as the insured aircraft prior to acting as pilot in command:
   a. 10 hours, if member has less than 100 hours of total logged flight time; or
   b. 5 hours, if member has 100 hours or more of total logged flight time;
   A member may receive dual flight instruction in the insured aircraft from a certificated flight instructor to meet these requirements.
4. Has received a checkout from, and written approval of, a certificated flight instructor in the same make and model as the insured aircraft.

A member may receive dual flight instruction in the insured aircraft from a Certificated Flight Instructor to meet these requirements.

2.4 RESERVATION OF AIRCRAFT

a. Reservations for all flights are scheduled by connecting to Schedule Master online via computer or smartphone at my.schedulemaster.com.
b. Enter brief planned purpose and or destination's of the flight in Schedule Master and the Hangar Log. " i.e.. St Helens or KPLU or KCLS touch and goes or KOLM vicinity.".
b. If the aircraft is grounded for maintenance or repair, you will be informed via the reservation system or a board member.
c. It is the responsibility of the member scheduling the reservation to cancel as soon as possible if you find you are unable to keep the reservation. If you return from your flight

early, please connect to the reservation system and cancel the remainder of your reservation within 15 minutes.

d. Members are to return club aircraft before the end of the time reserved. Extensions of the scheduled time may be done through the reservation system if another member does not immediately reserve the aircraft.

2.5 REFUELING

It is the responsibility of the pilot returning the plane to refuel it. Refueling is only expected if at least a full hour of flight time has accrued since the airplane was last fueled. If fuel is available, and the airplane has flown more than an hour, and it isn't refueled, a half of an hour will be added to your time. If fuel is unavailable for any reason, please notate the situation in the log. If you don't record this additional one-half hour, the next pilot has the right to do so. (That person may also be leaving when there is no fuel available. Your lack of courtesy may create a real problem for the pilot after you.)

NOTE: At the date of this printing, there is little or no opportunity to fuel aircraft on the field after-hours. Pilots returning aircraft after hours must contact an FBO and arrange to have the airplane refueled the next morning.

2.6 BEFORE EACH FLIGHT

Before each flight, be sure to conduct a thorough pre-flight inspection, obtain a weather briefing, and file a flight plan if appropriate (see 3.4 FLIGHT PLANS AND FLIGHT FOLLOWING – VFR FLIGHT). If damage is found and the aircraft is airworthy, note such in the checkout log. If damage is found and the aircraft is NOT airworthy or could sustain additional damage from being moved, DO NOT MOVE AIRCRAFT and notify a maintenance officer or the club president. Leave a prominent message on the chalkboard or aircraft for the next pilot. Of considerable importance is the reading of any notices on the board on the condition of the plane. You are responsible for heeding any adverse information.

FLIGHT OPERATIONS

3.1 AIRCRAFT GROUNDED AWAY FROM HOME BASE

When an aircraft cannot be returned as scheduled, the pilot shall immediately notify the maintenance officer or a board member, who will contact any pilot who may have the aircraft scheduled next. If a mechanical problem is involved, the aircraft may be taken out of service and a board member will determine a course of action for repair and return of the aircraft to home base.

A. WEATHER

The pilot shall make every effort to return the aircraft as soon as acceptable flying conditions exist. The pilot must immediately notify the maintenance officer or a board member, who will notify the next scheduled pilot for that aircraft.

In the event a Club member elects to leave the aircraft when a weather delay is incurred, the member is responsible for returning the aircraft or reimbursing the club for the cost of returning the aircraft. Such costs may include transportation and billeting costs of the ferry pilot, fuel, oil, storage, tie-downs, and any other incidental costs.

B. MECHANICAL

Should it become necessary to obtain repairs for club aircraft while away from the home base, the pilot is expected to secure the repairs if they can be made within 72 hours, and is authorized to commit the club for such repairs to a maximum of $500. Where the cost of repairs is estimated to exceed $500, the pilot shall contact the maintenance officer or board member for authorization.

Failure to notify the maintenance officer or board member of a mechanical problem may deem the pilot liable for the cost of returning the aircraft to Olympia.

If the pilot or passengers must return to the home base before the aircraft can be restored to an airworthy condition, the pilot and/or passengers must return at their own expense. If the pilot must return without the aircraft, the board has the discretion to determine who will be responsible for the return of the aircraft and associated costs.

3.2 DAMAGE TO AIRCRAFT OR EQUIPMENT

a. In the event of damage to aircraft or equipment belonging to the club, the member causing such damage shall pay up to $1,000 of the repair costs.
b. A member is liable to the club for damages over and above the amount covered by insurance, if such damage results from the member's own carelessness or negligence.
c. Upon occurrence of damage to the aircraft or loss of equipment, it is the responsibility of the pilot to contact the maintenance officer or board member of the club as soon as possible.
d. An aircraft damage review committee appointed by the president of the club shall investigate all damage to club aircraft. The committee shall rule on the question of pilot error or violation of FAA or Club Rules of Operation. The committee will consider all FAA and NTSB reports and any other relevant information.
e. In the case of doubt as to the cause of an accident, the club shall abide by the findings of the board of directors.

3.3 RESTRICTED AREAS

Club members are to strictly adhere to rules on published restricted areas.
Restricted and/or unimproved airports (such as grass, gravel, sand, turf, and the like) are off limits to all Center O Flying Club aircraft.

Alaska and Mexico are off limits to all Center O Flying Club aircraft.

3.4 FLIGHT PLANS AND FLIGHT FOLLOWING - VFR FLIGHTS

Club members are required to file and open flight plans for VFR flight over 100 miles one way or over the Cascade Mountains. As an acceptable alternative to a flight plan, the club member may use flight following if it can be acquired prior to leaving the vicinity of the departing airport and maintained for the duration of the flight. If flight following is not available, or is terminated in flight, the pilot is required to file an in-flight plan as soon as possible.

This rule is based on safety and Search and Rescue considerations. If this rule has been followed, when in-flight trouble starts, your stress level will be lower than if it's been ignored.

3.5 SMOKING RULES

Smoking in and around the planes is forbidden at all times under all circumstances.

3.6 OPENING AND CLOSING FLIGHT PLANS

Be sure to open your flight plan as soon as you are off the ground. Be sure to close it at your destination, either in the air or on the ground. Search and Rescue and/or law enforcement charges will be billed to the pilot in command for failure to close flight plans.

POST-FLIGHT

4.1 SECURING AIRCRAFT AFTER FLIGHT

a. Members are responsible for refueling the aircraft after each flight (see 2.5 REFUELING).
b. During winter months, a heater is turned on and placed inside the cockpit to reduce moisture on the instruments. Engine block heaters and trickle-chargers must be plugged in.
c. Any member leaving an aircraft outside a hanger shall have the wheels chocked, brakes locked, gust lock installed, the aircraft tied down, and ignition keys removed. All doors and controls must be locked for over-night parking.

4.2 LOGGING FLIGHT TIME

a. Before each flight, the Hobbs Meter reading is recorded in the Flight Log in the hangar. Destination or "Local" is also noted along with the date and your name. “Local” means less than a 100-mile radius or west of the Cascade Mountains (see 3.4 FLIGHT PLANS AND FLIGHT FOLLOWING – VFR FLIGHT)
b. The duration of each flight is computed from the starting of the engine until the engine is stopped after parking. The hours flown is recorded in the Flight Log. If the aircraft was not refueled, half of an hour is added to the flight time for each aircraft. Please refuel if at all possible to avoid problems for the next user, who expects a plane with full tanks.

c. If the Hobbs Meter begins to turn to the next tenth of an hour, the pilot flying the aircraft at that time shall record that next tenth of an hour as part of their flight time.

4.3 AIRCRAFT MAINTENANCE

Each aircraft receives an annual inspection and 50 hour oil changes. All maintenance is performed or supervised by licensed A&P(IA) Mechanics.

If you discover a malfunction or mechanical problem that renders the aircraft non-flyable, you must notify the maintenance officer or a board member as soon as possible. The airplane will be taken out of service and the next person scheduled to fly it will be notified. A notice should be posted on the bulletin board in the hangar and in the Flight Log indicating the aircraft is grounded.

If you are not sure whether the aircraft is flyable, a qualified mechanic should be able to tell you. However, even if someone tells you the airplane is airworthy, the responsibility for the decision to fly it is still yours.

For purposes of aircraft maintenance, flight time can be charged to the club. For this purpose, maintenance is defined as engine warmup for oil change, flight testing, ground testing, and positioning aircraft to or from a maintenance facility. It is allowable to use and charge time to the club for a second aircraft to position the repair required aircraft. Mileage rate at current IRS rate will be allowed for auto travel.

IF YOU DISCOVER A MALFUNCTION THAT MAY AFFECT THE SAFETY OR ABILITY OF A CLUB AIRCRAFT TO FLY, IT IS YOUR RESPONSIBILITY TO REPORT IT. DO NOT WALK OFF AND FORGET IT!

BEFORE AND AFTER EACH FLIGHT

BEFORE EACH FLIGHT

1. The Hobbs Meter reading is recorded in the Flight Log.
2. The oil level is checked.
3. The entire preflight inspection is conducted.
4. The Bulletin Board is checked for important notices.
5. The hangar is CLOSED and LOCKED while on your flight.

AFTER EACH FLIGHT

1. The aircraft is refueled (see 2.5 REFUELING).
2. The wheels are chocked.
3. The Checklist Placard is left on the instrument panel or in the seat pocket. The aircraft manual is left in the seat pocket.
4. The ignition key is removed and placed on top of the instrument panel or clipped to the control wheel, unless the plane is left outside.
5. The MASTER SWITCH is OFF!
6. The aircraft is left clean for the next member. Please remove any personal items and rubbish (whether or not it is yours). Please help keep the planes clean.
7. Your flight time (Hobbs time) is recorded in the flight log.
8. Any defects or problems found are recorded in the log and noted on the Bulletin Board.
9. Hangar lights off.
10. Hangar door locked.

4.4 **CLOSE FLIGHT PLANS**

Be sure to close your flight plan at the end of your trip. The FAA will initiate a search for your plane four hours after you were supposed to land. If they don't get confirmation from the tower where you landed or some other firm indication, they will start the search and rescue process. It is always embarrassing and sometimes costly to have this happen to you.

Approved by the Board: 2-17-2026

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