

**Boeing Employees Flying Association**

***BEFA***

**PROCEDURES MANUAL**

**AND**

**RULES OF OPERATION**

# ***BOEING EMPLOYEES FLYING ASSOCIATION PROCEDURES MANUAL AND RULES OF OPERATION***

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# 1 INTRODUCTION

## 1.1 Purpose

BEFA exists to provide safe, reasonably priced flying opportunities for its members. Safety of flight is a key concern. To ensure that safety is never compromised and that members' obligations and rights are well understood, this Procedures Manual and Rules of Operation are maintained. Members should read and understand it. It is our "User's Manual".

## 1.2 Officer Responsibilities

Wherever a Board Officer is mentioned in these Rules, it shall be taken to mean the officer or his designee. The Executive Board, at its discretion, may delegate any or all responsibilities of any Officer, unless otherwise specified in the Bylaws.

## 1.3 Definitions

**Active Membership** - A member, not on LOA, who is paying full monthly dues and insurance.

**Association** - Boeing Employees Flying Association, Inc.

**BEFA** - Boeing Employees Flying Association, Inc.

**Board** - Executive Board

**Calendar Day** - Starts at midnight and extends until the following midnight

**Calendar Week** - Starts at 12:01 AM Sunday and ends at 12:00 PM midnight the following Saturday.

**Complex Avionics** - Equipment installed in the A/C includes: HSI, GPS, LORAN, and autopilot.

**Check Pilot** - A BEFA instructor recommended by the Safety Officer, and approved by the Board to conduct make/model check-rides.

**Day of Flight** - Starts at 12:01 AM and ends at 12:00 PM midnight.

**Extended Cross-country** - Any reserved time of more than six consecutive hours (for accounting of hours allowed for cross- country scheduling)

**FAA** - Federal Aviation Administration

**FAR(s)** - Federal Aviation Regulations

**LOA** - Leave of Absence

**Mountain flying** - Flight within five miles of the 3,000 foot contour lines.

**Night cross-country** - Any night flight in excess of 50 nautical miles of the BEFA base of operations.

**No-Show Time** - That time which becomes available due to the member having the reservation not appearing by the end of the prescribed waiting period. (Refer to Paragraph 6.4).

**Non-Flying Member:** A member who does not fly, but who maintains a membership to facilitate flying by a qualified family member.

**Non-Reserved Time** - At the time of initiation of an intended flight, any time not scheduled.

**NTSB** - National Transportation Safety Board

**Out to Maintenance** - Aircraft removed from service pending maintenance review.

**Phase Check Pilot** - A BEFA instructor recommended by the Safety Officer, and approved by the Board to conduct student solo/final phase check-rides.

**Pilot in Command (P.I.C.)** as defined by FARs Parts 1, 61 and 91.

**Pinch Hitter** - Refers to a regular flying companion given training aimed at providing basic piloting skills to help cope with an emergency resulting from pilot disablement.

**Prime Time** - The following table establishes prime time flying hours. All times are local time.

<b>Summer Months</b>	<b>(April through September)</b>	
FROM	TO	
6:00 A.M.	9:00 P.M.	Saturday, Sunday, and Boeing Holidays
4:00 P.M.	9:00 P.M.	Weekdays
<b>Winter Months</b>	<b>(October through March)</b>	
FROM	TO	
8:00 A.M.	7:00 P.M.	Saturday, Sunday, and Boeing Holidays
4:00 P.M.	7:00 P.M.	Weekdays

**Reserved Time** - Any time recorded in BEFA's currently selected scheduling system in advance of the time of an intended flight.

**SES (Single Engine Sea) Time** -Flight time in the aircraft after it has been launched for the purpose of operating in a marine environment. For the purpose of initial instructor qualification, the pilot must be the sole manipulator of the aircraft controls. For the purpose of check pilot qualification, float-plane instruction time can be included. On average, each SES hour shall include at least one water landing to an idle taxi and one docking or beaching to secure the aircraft with a line.

**Unimproved Airport OPS**- operation on as other than paved surface, including taxi, takeoff, and landing environment

## **2 MEETINGS**

### **2.1 Regular Meetings**

Regular membership meetings shall be held at the times and places designated by the Board. Written notice of the times and places of the meetings shall be mailed to each participating member not less than five days prior to the meeting date.

### **2.2 Board Meetings**

Board meetings shall be held at such times, places and upon such notice as the Board may direct. The Board may delegate to the Chairman the authority to call meetings and to give notice thereof.

### **2.3 Special Meetings**

Special meetings of the Board may be called by the Secretary at the request of any two members of the Board. Special membership meeting must be called by the Board. Special membership meetings must be called by the Board upon the written petition to the Secretary signed by fifteen members.

### **2.4 Meeting Notice**

Special membership and special Board meetings may be held after due notice, but no business other than that set forth in the agenda attached to the meeting notice shall be transacted. These meetings shall be closed to non-members except when specifically designated otherwise.

### **2.5 Meeting Quorum**

A quorum at all meetings, other than Board meetings, shall be constituted by one-third of the Participating members. At Board meetings, a quorum shall be two-thirds.

### **2.6 PROXIES**

The right of proxy representation at meetings may be exercised by Participating members.

### **2.7 RULES OF ORDER**

In case of question concerning methods of procedure at business meetings, Robert's Rules of Order shall prevail.

## **3 BOARDS AND DUTIES**

There shall be an Executive Board and a Safety Board.

### **3.1 Executive Board (Termed "Board" in the Bylaws).**

The Board shall meet each month prior to the first regular membership meeting of the month. Date and time of meeting shall be set by the President.

### **3.2 Safety Board**

- a) The President, Operations Officer, Safety Officer and one appointed from the membership at large, shall constitute the Safety Board.
- b) The Safety Board shall investigate accidents, incidents, and occurrences arising from operation of BEFA

- c) aircraft by BEFA members.
- c) The Safety Board shall report findings and recommendations to the Executive Board for final action.

### **3.3 OFFICER DUTIES**

Individual officers may exercise specific, lawfully delegated powers of the Board in the management of the business and affairs of the Association. The officer titles, roles, and responsibilities are as stated in the Association's Constitution and By laws.

Any Board member who misses three consecutive scheduled Board meetings shall forfeit his position on the Board and resign. In addition, any Board member who misses five scheduled meetings within any consecutive twelve month period shall forfeit his position on the Board and resign.

### **3.4 Immediate Past President**

The Immediate Past President shall:

- a) Serve as Chairman of the Executive Committee
- b) Serve as Chairman of the Election Committee
- c) Have authority to delegate above responsibilities subject to approval by the Board

There shall be such agents as the interest of the Association shall require, and as the Board may from time to time employ, and their powers, duties and compensation shall be fixed by the Board.

## **4 COMMITTEES AND DUTIES**

In addition to the committees specified in the Association's Constitution, there may be a Program Committee, a Membership Committee and a Publicity Committee as required. Each committee shall be chaired by an appointee of the Board and staffed by appointees of the Committee Chairman. The Vice President will oversee and coordinate the efforts of all major committees.

### **4.1 Program Committee**

The Program Committee shall:

- a) Plan and coordinate the program for the regular membership meetings.
- b) Cause publication of notices and agenda for the regular membership meetings.

### **4.2 Membership Committee**

The Membership Committee shall:

- a) Furnish new members with the procedures and operation of the Association.
- b) Acquaint new members with the procedures and operation of the Association.

### **4.3 Publicity Committee**

The Publicity Committee shall:

- a) Prepare and cause to be distributed all advertising material associated with the Association's activities.
- b) Coordinate with the Recreation Unit all publicity prior to release.

## **5 ELECTIONS**

Officer position shall be filled by secret mail ballot in October, term beginning January One following.

### **5.1 Term of Office**

The term for each office shall be two years.

### **5.2 Cycle of Officers**

One half of the officer positions shall be filled by election each year. The positions of the Vice President, Safety Officer and Treasurer shall be filled for terms starting with even number years.

### **5.3 Board Participation**

Board membership is open to participating members according to the following: The Treasurer must be a Boeing employee. The President, Vice President and Secretary may be an employee or a retiree from Boeing. Any other Board member positions, whether elected or appointed, may be held by a participating member, or by a family member. If a Treasurer retires during his/her term, he/she can serve out the rest of the term.

Only Participating Members are eligible to vote.

### **5.4 Tied Elections**

A candidate is elected by a plurality of ballots cast for that office. In case of a tie vote, the Board and the Election Committee shall determine the elected officer by a majority vote of the Board and the Election Committee members.

### **5.5 Officer Recall**

An officer recall election shall be held upon presentation of a petition by a Participating Member to the Executive Board. The petition of recall must be signed by at least 10% of the Participating Members. An Election Committee shall be established by the Executive Board to verify the validity of the petition signatures and to perform the functions of stated board as defined in the Constitution. Two thirds of those responding must vote for recall for it to take effect. If a recall is approved the office shall be filled according to the Election Committee and the officer shall be elected by a majority vote of the Executive Board and the Election Committee members.

### **5.6 Vacated Positions**

The President of the Board shall direct the Election Committee to select two candidates for the vacated position. The Executive Board and the Election Committee shall vote for the successor of the vacated position.

## **6 Membership Classification, Privileges and Requirements**

The membership shall consist of six categories, as defined in the Association Bylaws, and summarized in this document and the Member Information Handbook:

- a) Participating Members
- b) Affiliate Members
- c) Family Members
- d) Associate Members
- e) Guest Members
- f) Service Members

### **6.1 Participating Members**

Participating Members shall own an interest in the Association's property holdings by a share purchase and shall be open to the following:

- a) Boeing employees and retirees.
- b) Government, Customer and Vendor personnel assigned full time to The Boeing Company who have a permanent Boeing badge, and CFIs approved by the Board to instruct at BEFA.

### **6.2 Affiliate Members**

Affiliate Members shall be those who meet the qualifications of participating members, but shall not have a membership term of greater than 6 months. Affiliate members will be limited to 5% of the total membership, shall not own an interest in the Association's property holdings, and shall not be able to cast a ballot concerning BEFA matters.

### **6.3 Family Memberships**

Family Memberships shall be open to the spouse, domestic partner, and IRS dependents of Participating members. The supporting Participating member must declare the family membership in a signed statement to the Board. Family Members shall not own an interest in the Association's property holdings, and shall not be able to cast a ballot concerning BEFA matters.



## **6.4 Associate Membership**

Associate Membership shall be owner(s) of aircraft leased by the Association. Associate Members shall not own an interest in the Association's property holdings, and shall not be able to cast a ballot concerning BEFA matters.

## **6.5 Guest Membership**

Guest Membership shall be open to:

- a) Former Boeing employees, other than retirees
- b) Former members of BEFA
- c) Dependents not qualified for Family Membership, domestic partners, stepchildren, grandchildren, parents and siblings of individuals who qualify for membership and spouses of children of those qualifying for membership
- d) Other individuals whose membership, in the judgment of the Board, would support and benefit the activities of BEFA.

Guest members shall contribute an amount equal to the cost of a share appropriate to their flying class and will own an interest in the Association's property holdings, but shall not be able to cast a ballot concerning BEFA matters.

## **6.6 Service Members**

Service Members shall be individuals engaged by the association to provide service to BEFA. Such individuals may or may not be compensated. Flying privileges shall be granted only when necessary for accomplishment of the tasks for which they are engaged. Service members shall not own an interest in the Association, shall not be able to cast a ballot concerning BEFA matters, and shall not pay fees, dues, nor insurance.

## **6.7 Application and Maintenance of Membership**

### **6.7.1 Membership Application**

Applications for membership shall be made through the Secretary and membership shall be conferred upon approval of the Board and payment of the prescribed initiation charges. The Board shall review and approve applications for membership without regard to race, color, gender, sexual orientation, age, religion, national origin, status as a special disabled veteran, or the presence of a disability.

### **6.7.2 Acceptance of Membership**

All members, upon initial acceptance into membership, shall be provided with a copy of the Association Bylaws, Rules of Operation, and a membership certificate.

### **6.7.3 Membership Annual Review**

Participating membership shall be reviewed each year, by the Secretary, in the month of January to verify the eligibility of members. Participating members not meeting all eligibility requirements of these Bylaws and the Rules of Operation shall be terminated or offered Guest membership at the discretion of the Board.

## **6.8 Privileges**

All members shall be eligible to schedule and operate aircraft within the limitations of these Rules, and the Bylaws.

## **6.9 Maintenance of Membership Requirements**

The following must be done in orders to maintain association membership:

- a) To maintain privileges to operate Association equipment, the member must have fulfilled all financial obligations within the limits prescribed herein, possess all requirements prescribed by FAA regulations with respect to licenses, permits and certificates in accordance with ratings held or stage of instruction and meet the definitions for membership as defined in the Constitution and By-laws .
- b) One-time background checks are required for the following membership applications:
  - i. CFIs brought in from outside BEFA and approved by the Board to instruct
  - ii. Family members
  - iii. Associate members
  - iv. Guest members
- c) The applicant shall be responsible for the cost of the background check.

## 7 Membership Cost

The amounts and conditions authorized for the items of Section 7 shall be determined by the Board based on the financial condition of the Association.

Costs for becoming a participating member will include the following:

- a) Share
- b) Initiation Fee (non-refundable)
- c) First calendar month's dues, and insurance prorated to begin 10 days after acceptance of an application for membership, and consistent with section 9. (Adjustment to be made at first month's billing.)

Paid amounts of shares purchased from BEFA will be refunded to non-rated pilots, subject to current availability of funds, in the event of member termination during the first 60 days of membership. Thereafter, shares are non-refundable by BEFA.

Shares purchased from existing members will be refunded to non-rated pilots if termination is within 60 days of commencement of membership. However such reimbursement will be made after outstanding unpaid share refunds to resigned members have been paid. Such refunds shall be limited to the value of the share, or the amount paid to the retiring member plus any additional payment to BEFA for any outstanding share balance, whichever is less.

Non Flying members are considered participating members. The non-flying member is not required to pay dues and insurance fees for his/herself when one-or-more family member(s) maintains a dues-paying status. A share, appropriate to the highest flying status of the family member(s) must be paid.

There are three classes of Participating Membership allowing for various selection of aircraft equipment. The classes, equipment and Shares are given below:

### 7.1 Share for Class I: Training Class

<u>Class I</u>	<u>Equipment</u>	<u>Share</u>
Training	C-150/172 or equivalent	\$550
a)	A minimum down payment of \$150.00 is required. The balance may be paid with payments of \$50.00 per month.	
b)	Once a Training Class member becomes a rated pilot, the member must increase his/her share to the Rated Class Amount.	

### 7.2 Share for Class II: Rated Class

<u>Class II</u>	<u>Equipment</u>	<u>Share</u>
Rated	All except complex, high-performance, turbo-charged airplanes, Cirrus or Floatplanes	\$650
a)	A minimum down payment of \$250.00 is required.	
b)	The balance may be paid with payments of \$50.00 per month.	

### 7.3 Share for Class III: Unrestricted Class

<u>Class III</u>	<u>Equipment</u>	<u>Share</u>
Unrestricted	All Airplanes	\$750
a)	A minimum down payment of \$350.00 is required. The balance may be paid with payments of \$50.00 per month. The fee is due prior to scheduling/flying a Class III aircraft (including if this is an upgrade from Class II share).	
b)	A one-time exception can be made for a single 'introductory flight' in a class III airplane.	

### 7.4 Share Refund

Shares are refundable by BEFA for members-of-record on November 30, 1997. Thereafter, shares and upgrades to shares will not be redeemed by BEFA except during the first 60 days of membership. However, new shares purchased between May 12, 2001 and December 31, 2001 are refundable should BEFA withdraw all aircraft assets from a location where a new member normally flies prior to December 31, 2001. Members qualifying for a share refund from BEFA will, upon termination, be placed on a share refund list in the order of the request. Refunds will be provided, at the discretion of the Board, at the earliest practicable date consistent with Association financial requirements, and in the order of the list.

## **7.5 Share Sale**

Members of record as of April 30, 2001 may sell their share at any time prior to termination. For the share to be valid for sale, the member must have continuously maintained Active and/or Leave of Absence status since joining. The member must be paid up on their account prior to sale or transfer. Members who join on or after May 1, 2001 may not sell their shares.

## **7.6 Non-Participating Membership Cost**

### **7.6.1 Family Membership**

The cost will include an initiation fee (non-refundable). No membership share is required. Dues will be consistent with section 9.

### **7.6.2 Associate Membership**

The cost will include an initiation fee (non-refundable). No membership share is required. Dues will be consistent with section 9.

### **7.6.3 Affiliate Membership**

The cost will include an initiation fee (non-refundable). No membership share is associated with this membership class. However, a \$200 fee is required for each 6 month period of participation. This fee shall not be applicable to a participating membership share. Extension of an affiliate membership requires approval of a petition to the Board. In addition, a \$200 advance flying deposit is required and a minimum \$200 credit balance shall be maintained thereafter. Dues will be consistent with section 9.

### **7.6.4 Guest Membership**

Guest member shall pay all costs, appropriate to their class as listed under the Participating Membership. Guest membership fees shall be non-refundable, and shall not be transferable, except that the 60 day refund policy shall be in effect. Guest member candidates must be recommended, in writing, by a Participating member, satisfy the requirements set forward in the Boeing Recreation Council Club Guest Policy, and must be approved by the Executive Board prior to exercise of member privileges.

### **7.6.5 Service Membership**

There are no charges associated with the Service Membership. Flight charges, if any, shall be negotiated with the Operations Officer, or his designee, prior to any flight for permitted flying activities.

## **8 MEMBERSHIP TERMINATION & LOSS OF PRIVILEGE**

### **8.1 Voluntary Termination**

Voluntary termination requires a written notice to the Secretary at least 30 days in advance of the effective date.

### **8.2 Expulsion**

Expulsion for cause may be affected by a two-thirds vote of the whole Board following all hearings of the case. The member must be invited to participate in one of the hearings.

### **8.3 Expulsion Investigation**

An expulsion investigation may be recommended by any member by making known the grounds to the Board, the Safety Board, or the Rules Committee.

### **8.4 Automatic Expulsion**

Notice of automatic expulsion shall occur when member charges due the Association are 60 days in arrears.

### **8.5 Refund of Shares**

Refund, if any, of the member's share will be made in accordance with the Rules of Operation. Any refund of member's share will be made at a time the Treasurer determines that the Association's resources will permit, but no later than 15 days after sufficient funds are available from sale of shares to incoming members.

## **8.6 Order of Refund**

Refunds shall be made in order of the receipt of notice, except that a resigning member who is entitled to sale of his share according to the Rules of Operation, and who arranges the sale of his own share shall be entitled to the refund thereby made available.

## **8.7 Flying and Scheduling Privileges**

Flying and scheduling privileges of aircraft controlled by the Association shall cease on:

- a) The effective date of a voluntary termination.
- b) The date on which charges due the Association are 30 days in arrears.
- c) The date of grounding for any rule infraction.

# **9 FLYING CHARGES**

## **9.1 Dues and Insurance**

Dues and insurance are charged monthly as a lump sum, paid in advance. The Board establishes dues for members. Insurance will be based on the Association premium amount divided by the number of dues paying members.

## **9.2 Aircraft**

Aircraft charges are based on Tach time or Hobbs time as currently posted and are subject to sales tax.

## **9.3 Flight Instruction**

Flight instruction charges are established by the instructor and paid directly. They will not be billed through the Association.

## **9.4 Payment of Accounts**

- a) All accounts are due by the 25th day of the month and become overdue if payment is not received in the BEFA office by midnight on the last day of the billing month.
- b) Overdue accounts shall be assessed a penalty if the amount is over \$50. The penalty shall be \$15 +1.5% of the overdue amount for amounts up to and including \$400. Above \$400, the penalty shall be \$35 + 1.5% of the overdue amount. The penalty shall be applied on each occurrence.
- c) Members shall be grounded for non-payment when charges due are 30 days in arrears. Members grounded for non- payment shall have any schedule reservation canceled and shall have any reservation deposit used to offset the member's charges due the Association.
- d) Members grounded for non-payment shall pay their account in full prior to being ungrounded or exercising any scheduling and flying privileges.
- e) Members whose accounts remain overdue for more than 60 days shall be subject to termination.

# **10 LEAVE OF ABSENCE AND RESIGNATIONS**

## **10.1 Leave of Absence**

- a) A member who is not able to fly for a period of time may request to be placed on Leave of Absence (LOA), a status which will result in reduced monthly dues and insurance payments.
- b) All requests for a Leave of Absence must be submitted in written form.
- c) Members may request leave of absence for any of the following reasons:
  - i. Company business that takes them out of the Seattle area for more than 30 consecutive days. The term "Company" is not limited to Boeing, but shall be construed to mean the member's current

- ii. Physical incapacitation for more than 30 days, including FAA medical deficiency as described in FAR 61.53.
  - iii. Personal business that takes them out of the Seattle area for more than 90 consecutive days.
  - iv. Enter school as a full-time student for a quarter or more.
  - v. Loss of employment.
  - vi. Other personal reasons. Members are permitted to change to LOA status while trying to sell their share.
- d) The Board shall establish charges to members on leave of absence. LOA charging and status will begin on the first day of the month in which the leave is to begin.
  - e) A member's account must be paid up in full before granting a leave of absence.
  - f) If LOA is approved by the Board for any reason other than those listed under 4.1 c) i. through v., then the minimum period of LOA is 12 months. A member so approved for LOA may elect to return to active status prior to expiration of the 12 month minimum period by payment of the difference between LOA and regular dues and insurance charges for the period on LOA.

## **10.2 Resignations**

Membership Termination and Loss of Privileges are covered in section 8.

## **11 GOVERNMENT**

The entire management and government of this Association, except as otherwise expressly provided herein, shall be invested in the Board.

## **12 ASSOCIATION PROPERTY**

The Association shall procure and own property holdings as approved by a two-thirds majority of the whole Board.

### **12.1 Association Purchases**

Property holdings purchased by the Association with the Association funds shall be considered Association Property and not the property of any individual member or group of members.

### **12.2 Members Ownership of Assets**

Member's claim on or interest in the assets, property or equipment of the Association shall cease upon termination of membership for any cause.

### **12.3 Airplane Ratio**

The Association shall endeavor to provide one airplane for each fifteen participating members. This ratio shall not be less than one airplane for each 30 participating members.

### **12.4 Property Damage**

In the event of damage to any property controlled by the Association, the following shall apply:

- a) When damage occurs that is not caused by aircraft equipment or engine malfunction, the cost of repairs up to a maximum amount, as stipulated in the Rules of Operation, shall be borne by the member at fault. The balance of the repair costs shall be assessed equally upon all members of the Association, or be taken from the Treasury.
- b) Where damage is a result of aircraft, equipment, or engine malfunction, repair costs shall be borne entirely by assessment or taken from the Treasury.

## **13 TREASURY**

### **13.1 Deposit of Funds**

The Board shall specify a commercial depository for providing checking and savings services as required. All checks shall bear at least two signatures duly authorized by the Board.

### **13.2 Excess Budget**

The Board shall establish the amount in excess of budget items which the officers may disburse without Board Approval of the specific expenditures. Such expenditures shall have approval of at least two out of three of the following officers: Vice President, Treasurer, or President.

### **13.3 Audit of Accounts**

The financial accounts of the Association shall be subjected to an annual independent audit.

## **14 RECORDS, BOOKS AND ACCOUNTS**

### **14.1 Written Documents**

A permanent file of all correspondence, reports and publications of the Association shall be maintained by the Secretary. The following records are required under these Bylaws.

### **14.2 Policies and Procedures**

Summary of policy and procedure for conducting business. Summary report of Board and members in policy directives. Minutes of the board and membership meetings. Such other records as the Board may direct.

### **14.3 Fiscal Year**

The fiscal year of the association shall begin January 1 and end December 31.

### **14.4 Financial Records**

Separate financial and budget accounts shall be maintained for the general business operations, and each airplane operated by the Association.

## **15 SERVICES AND SUPPLIES**

Services and supplies provided by the Association to its members and charges for same shall be approved by the Board prior to the announcement of the service. The Board shall change the charges as necessary to maintain the Association a sound financial basis.

No member, other than officers and agents shall use stationery bearing the letterhead or emblem of the Association unless such stationery is suitably identified as member stationery.

## **16 PUBLICATIONS**

The Association shall issue such publications as the Board may direct. One copy of each publication shall be placed in the permanent file of the Secretary.

## **17 EMBLEM**

The emblem of the Association shall be in a form approved by the membership.

## 18 SEAL

The seal of the Association shall be in the form of a circle and shall bear the name of the Association, the year of its incorporation and the word "seal".

## 19 PILOT QUALIFICATIONS AND OPERATIONS OF AIRCRAFT

### 19.1 General

- a) Rules and Regulations - Operation of aircraft must be in compliance with Federal Aviation Regulations, all other Federal, State, and Local regulations and ordinances, and the Rules of Operation, and must be performed in a safe and courteous manner
- b) Commercial Operation - Commercial operation or any intent to advertise, solicit or operate aircraft for which a charge is made is prohibited. Violators will be subject to membership termination, fines, and/or such additional disciplinary action as determined by the Board.

Note: Private pilots may share expenses with passengers.

- c) Instruction - Instruction in an aircraft may be given only by Board approved flight instructors.
- d) Non-members - with only the following exceptions, persons other than BEFA Members are not permitted to operate aircraft or act in any capacity other than as a passenger. Exceptions to this rule are:
  - i. FAA inspectors or FAA designees giving FAA required check-rides.
  - ii. Immediate family members, or flying companions of all BEFA members, who are participating in BEFA approved "Pinch Hitter" training.
  - iii. Non-members for purposes of a demonstration flight with a BEFA CFI acting as P.I.C.
- e) Left and Right Seat P.I.C. - The P.I.C. will occupy the left front seat or the seat specified for solo flight by the aircraft manual unless endorsed for the right front seat. To act as P.I.C. in the right front seat or the seat with a secondary set of controls, the pilot must be a BEFA CFI or:
  - i. Have an endorsement noted in the Pilot's Record.
  - ii. Have passed a six-month currency check-ride while operating from the right seat at least once in each 12 month period
  - iii. Fly solo, or have the primary seat occupied by a BEFA member, current in the make/model being flown. The P.I.C. for the flight must be established before the flight for the duration of the flight.

### 19.2 Check-rides

#### Requirements and Responsibilities

- a) All members must meet the requirements of applicable BEFA and FAA check-rides prior to acting as P.I.C. of any aircraft.
- b) The individual member is responsible for obtaining required check-rides (as defined in the "Check-Ride Matrix") and ensuring completion of Pilot Record entries, including check-ride type, aircraft make and model and authorized instructor or check pilot signature prior to acting as P.I.C. of any aircraft.
- c) Student private pilot training will include 2 phase checks (solo, and final phase check). The Solo Phase Check is to be conducted no sooner than the second supervised solo. A phase-check pilot must conduct these checks.
- d) Instrument student pilot training will include one final phase check, given by an instrument phase-check instructor.

#### 19.2.1 Check-ride Conduct

- a) BEFA check-rides may be conducted only by BEFA instructors who have been approved for a particular type of check ride (high-performance/complex, mountain, etc.) by the Board, or BEFA instructors authorized by the Safety officer for the conduct of the specific check-ride.
- b) The check-ride instructor will determine what requirements and/or maneuvers will be demonstrated for any check-ride or sign-off taking into consideration experience and currency.

## **19.2.2 Initial Check-rides**

### **19.2.2.1 Make and Model**

- a) All members who are rated pilots must have a make and model check-ride in each model prior with a BEFA CFI prior to acting as P.I.C. in that model.
- b) The first check-ride at BEFA for a new member must be given by a BEFA CFI designated as a Check Pilot.

### **19.2.2.2 Night Local**

- a) Pilots must have a night local check-ride, or have satisfied the FAR 61.109 requirements (dated on or after 08-05-97), under the supervision of a BEFA instructor, prior to acting as P.I.C. of any aircraft during any night flight.
- b) A night local check-ride permits aircraft operations at lighted fields and flight within 50 nautical miles of the BEFA base of operations.

### **19.2.2.3 Night Cross-Country**

- a) Pilots must have had a night cross-country check-ride, or have satisfied the FAR 61.109 requirements (dated on or after 08-05-97), under the supervision of a BEFA instructor, prior to acting as P.I.C. of any aircraft during any night cross- country flight.
- b) The requirements of a night cross-country check-ride may also be met by a BEFA current, instrument rated pilot after passing a night local check-ride.

### **19.2.2.4 Mountain Check-ride**

Pilots must have an instructional mountain flying check-ride prior to acting as P.I.C. of any aircraft in flight within five nautical miles of the 3000 foot contour lines. Only BEFA Check Pilots with a recorded BEFA Mountain Check ride may conduct this check ride.

### **19.2.2.5 High Altitude Check-ride**

Pilots must have an instructional high altitude check-ride and/or sign-off prior to acting as P.I.C. of any BEFA aircraft at an altitude above 14,000 feet MSL. Only BEFA Check Pilots with a recorded BEFA High Altitude Check ride will conduct this check ride.

### **19.2.2.6 Unimproved Airport Check-ride**

Prior to operation into unimproved airports, pilots shall receive logged instruction in an unimproved airport environment by a BEFA Check Pilot.

## **19.2.3 Recurrent Check-rides**

- a) Rated pilots must have a VFR/IFR check-ride and/or sign-off within six calendar months prior to acting as P.I.C. of any aircraft.
- b) A six-month check-ride conducted in any BEFA operated aircraft will suffice for that aircraft and all smaller, less complex tricycle gear aircraft that the pilot is qualified to fly.
- c) Pilots who are qualified in both single engine land and single engine sea aircraft may substitute one floatplane check-ride for a six-month VFR landplane check-ride in a calendar year as defined by the Check-ride Matrix.
- d) A single engine sea check-ride must be conducted in the heaviest, most complex BEFA floatplane the pilot is qualified to fly.
- e) Pilots who are qualified in land complex and/or high performance aircraft must have a complex and/or high performance check-ride within six calendar months prior to acting as pilot in command of a land complex and/or high performance aircraft. This check ride must be conducted by a BEFA complex/high performance check pilot. The check-ride shall include at least 2 landings at Monroe (or an equivalent field as determined by the check pilot).
- f) Pilots who are qualified in tailwheel aircraft must have a tailwheel check-ride within six calendar months prior to acting as pilot in command of a tailwheel aircraft. This check ride must be conducted by a BEFA tailwheel check pilot. This check-ride will meet the requirements of one six-month check-ride-per-year for all fixed gear, single engine land aircraft the pilot is qualified to fly.



- g) Pilots with right seat endorsements must have a right seat check ride within 12 months of acting as PIC from the right seat
- h) Pilots who are BEFA qualified in multi-engine aircraft must have a multi-engine check-ride within six calendar months prior to acting as pilot in command of a multi-engine aircraft. This check ride must be conducted by a BEFA multi- engine check pilot. The check ride shall contain, but not necessarily be limited to, various emergency procedures,  $V_{mca}$  demonstrations, and takeoffs and landings. In addition:
  - 1) If a BEFA rated multi-engine pilot has not accumulated 5 hours of multiengine flight time or 8 takeoffs and landings in the previous 90 days, the pilot is required to perform a minimum of 3 takeoffs and landings with a BEFA MEI prior to acting as PIC in a BEFA multi-engine aircraft.
- i) Pilots who are qualified in SES must have a floatplane check-ride within six months prior to acting as pilot in command of a floatplane. This check ride must be conducted by a BEFA floatplane check pilot.
- j) Pilots must have an aerobatic check-ride within the preceding six-months, including all maneuvers of the BEFA aerobatic curriculum for the applicable aircraft, before performing any aerobatic maneuvers in that make and model. This check ride must be conducted with a BEFA aerobatic instructor.
- k) Pilots who are Cirrus qualified must have a check ride with a Cirrus check pilot within the preceding six months prior to acting as PIC.
- l) Exceptions to the requirement to conduct a six-month check ride in a BEFA operated aircraft may be granted on a case by case basis where operationally necessary. Approval will be at the discretion of the Safety Officer or Operations Officer. Requests shall be made in writing to the Safety Officer or Operations Officer and shall include the following details: location, model aircraft, duration of flight, number of landings, CFI conducting the check ride and training areas covered (e.g. short field landings, high altitude ops etc.)

#### **19.2.3.1 Recurrent VFR Check-ride**

The requirements of a six-month check-ride may be met by:

- a) Completion of a BEFA six-month check-ride with a BEFA approved flight instructor.
- b) A biennial Flight Review when conducted by a BEFA approved flight instructor.
- c) An FAA check-ride for certificate or rating, provided that the dual instruction required for that check-ride was given by a BEFA approved instructor.
- d) An FAA proficiency check, as required by FAR Part 61, 121, and 135, once in any calendar year. The aircraft type and Check Pilots name must be entered on the pilot's record and countersigned by a BEFA flight instructor.
- e) The Redbird simulator may be used to satisfy the flight portion of a BEFA VFR six-month check-ride provided the pilot has accomplished a six-month check in an aircraft within the preceding eight months. All required landings must be accomplished according to the check-ride matrix. The Redbird may not be used for consecutive six-month check-rides.

#### **19.2.3.2 Recurrent IFR Check-ride**

- a) All instrument rated pilots must have a BEFA IFR check-ride within the six calendar months prior to acting as P.I.C. of any aircraft operating under IFR rules. This check ride must be with a BEFA instrument instructor.
- b) A BEFA IFR check-ride may be included as part of a six-month check-ride and must be entered on the pilot's record.
- c) In lieu of completion of a BEFA six-month IFR check ride, the requirements of a BEFA six-month IFR check-ride may be met by:
  - i. An FAA check-ride for Instrument rating, provided that the dual instruction required for that check-ride was given by a BEFA approved instrument instructor.
  - ii. An FAA instrument proficiency check, as required by FAR Part 61, 121, and 135, once in any calendar year. The aircraft type and examiner name must be entered on the pilot's record and countersigned by a BEFA instrument instructor.
- d) The Redbird simulator may be used to satisfy a BEFA IFR six-month check-ride provided the pilot has accomplished a six-month check in an aircraft within the preceding eight months. The Redbird may not be used for consecutive six- month check-rides.

### 19.3 Aircraft Operation Limitations

- a) The airplane shall be landed with a minimum fuel reserve on board consistent with the flight planning requirements of FAR 91.151, and 91.167
- b) Airports - Aircraft are restricted to airports or areas clearly designated for landing airplanes.
- c) Constant Speed Propeller - Aircraft with constant speed propellers are restricted to runways with a minimum length of 3000 feet until the P.I.C. has demonstrated short field takeoff and landing capability in the specific make and model.
- d) Passengers shall not be boarded nor deplaned while the propeller is in motion.
- e) Hand Starting Aircraft - Pilots must receive instruction in hand starting and be signed off the member's pilot record beforehand starting any aircraft. Hand starting of float planes is prohibited

#### 19.3.1 Tailwheel

Pilots must have 10 hours flight time, or 5 hours dual with a BEFA tailwheel instructor, in similar make and model aircraft and a check-ride in each make and model aircraft prior to acting as P.I.C. of tailwheel aircraft. The dual instruction and checkout procedures shall be in compliance with BEFA's tailwheel training curriculum.

#### 19.3.2 SEL Complex and/or High Performance, or Cirrus and Multi-Engine

- a) Complex: Pilots must have a minimum of 10 hours, or 7 hours of dual with a BEFA complex instructor, in complex airplanes (as applicable), including sufficient dual air work and a minimum of 30 landings to demonstrate proficiency. Prior to acting as P.I.C. in the applicable complex aircraft, the pilot shall have, in the previous 90 days, logged a minimum of 2 hours of flight time and 5 landings or completed a check-ride as described in paragraph 5.2.3 (e).
- b) High performance: Pilots must have a minimum of 10 hours, or 3.5 hours of dual with a BEFA high performance instructor, in high performance airplanes (as applicable), including sufficient dual air work and a minimum of 15 landings to demonstrate proficiency. Prior to acting as P.I.C. in the applicable high-performance aircraft, the pilot shall have, in the previous 90 days, logged a minimum of 2 hours of flight time and 5 landings or completed a check-ride as described in paragraph 5.2.3 (e).
- c) BEFA multi-engine PIC requires a MEL rating with Instrument Privileges and the following logged minimums:
  - i. 500 hours total time
  - ii. 20 hours total of piston multi-engine
  - iii. 10 hours in make and model of BEFA multi-engine aircraft to be flown
  - iv. Followed by successful completion of a BEFA multi-engine initial check ride to the current FAA Multi-engine Practical Test Standards performed by a BEFA multi-engine check pilot

Alternately, if a pilot has graduated from the BEFA Multi-engine Training Curriculum, the pilot may act as PIC with the following logged minimums:

- i. Private rating - 500 hours total time; Commercial rating or higher – 350 hours total time
- ii. At least 10 hours dual flight instruction given by a BEFA MEI using the BEFA Multi-engine Curriculum, in the BEFA multi-engine aircraft to be flown, followed by a successful completion of the BEFA Final Phase Check with a BEFA multi-engine check pilot
- iii. Successful completion of the FAA multi-engine check ride in the make and model to be flown at BEFA with either an FAA Designated Pilot Examiner or FSDO Inspector.

The successful completion of the actual FAA multi-engine check ride following the BEFA Multi-engine Curriculum sign-off will constitute the check ride noted above as the “BEFA multi-engine initial check ride”.

- d) For complex SEL aircraft, touch and go landings are prohibited. Stop and go landings are restricted to hard-surfaced runways with 2000 feet, or greater, remaining.
- e) Cirrus pilots must pass the BEFA training, or equivalent, (minimum of 4 hours ground and 4 hours flight) and be passed by a BEFA Cirrus check pilot before acting as PIC. Thereafter, prior to acting as PIC in the Cirrus, the pilot shall have in the previous 90 days, logged 2 hours and 5 landings, or completed a check ride

with a BEFA Cirrus instructor.

- f) C-T210 pilots must hold at least a Private Pilot Certificate. Pilots are required to pass BEFA training, or equivalent, and be passed by a BEFA C-T210 check pilot before acting as PIC. Thereafter, prior to acting as PIC in the C-T210, the pilot shall have in the previous 90 days, logged 2 hours and 5 landings, or completed a check ride with a BEFA C-T210 instructor.

### **19.3.3 Aerobatic**

For aerobatic flights in the Citabria, the PIC and any passenger must be approved for aerobatic flight by a BEFA aerobatic flight instructor. Passengers must have received a one-time parachute and emergency egress briefing from a BEFA aerobatic flight instructor, prior to any non-instructional aerobatic flight with a BEFA-approved aerobatic pilot.

### **19.3.4 Floatplane**

- a) All flights must be in compliance with the PIC BEFA SES record, area checkout authorizations (which will include a map defining the boundaries of authorized areas) and all applicable BEFA rules.
- b) Pilots must hold a minimum of a Private certificate with 50 hours of additional fixed wing experience prior to acting as PIC in a BEFA floatplane.
- c) A Pilots must have a minimum of 15 hours total SES time, 10 hours in similar make and model, at least 5 hours of which must be with a BEFA instructor in a BEFA floatplane and a check ride in each make and model aircraft prior to acting as PIC of a BEFA floatplane. The dual instruction and checkout procedures shall be in compliance with BEFA's seaplane training curriculum.
- d) Prior to acting as P.I.C. in an SES aircraft, the pilot shall have, in the previous 90 days, logged a minimum of 2 hours of flight time and 5 landings or completed a check-ride as described in paragraph 5.2.3(i)..
- e) If the aircraft is operated in brackish or salt water, it shall be washed in accordance with the Float Plane Salt Water Washing Procedure at or before the end of the day.
- f) Night take-offs and landings are prohibited, beginning at official sunset until sunrise.
- g) Flights shall not be launched when the surface temperature is below 3.5 degrees C.
- h) All float pilots and passengers shall wear a PFD.
- i) For all required itineraries, the pilot must obtain prior approval of the Safety or Operations Officer in collaboration with a BEFA SES CFI.
- j) If a floatplane is to be secured overnight at a destination away from BEFA's primary base, the itinerary must be approved by the Safety or Operations Officer in collaboration with a BEFA SES CFI.
- k) Flights shall not be launched in wind conditions exceeding 15 knots.
- l) Flights may not be launched in wind conditions greater than 12 knots unless the P.I.C. has at least 30 hours in floatplanes as P.I.C.
- m) First time operations into any body of water requires BEFA SES CFI approval
- n) Any SES pilot with less than 30 hours of BEFA SES total operational time requires SES CFI approval prior to acting as PIC of the floatplane

### **19.3.5 Floatplane Lift Truck**

- a) The floatplane lift truck will be operated in accordance with the BEFA Floatplane Lift Truck Operator's Manual.
- b) Authorized drivers of the floatplane lift truck will be held harmless by the Association for any damage caused by operation of the truck for the benefit of other members. Float truck drivers launching the aircraft for their own use are liable for damage to the aircraft as determined by the Safety Board and or Board of Directors. Liability is limited to \$1,000 or the cost of the insurance deductible, whichever is higher.

### **19.3.6 Multi-Engine Limitations**

- a) No zero thrust,  $V_{mc}$ , stall maneuvers, or restart operations without a BEFA multi-engine instructor pilot on board.
- b) No touch and go landings (full stop and taxi back only)
- c) No actual engine shutdowns/feather in flight will be performed except those necessary for initial training and check rides in that multiengine aircraft, and those shall not be performed further than the estimated single engine flight distance required to successfully land at an airport with at least a 5,000' runway. "Zero" thrust

will be used to simulate engine out and feather for single engine operations below 3,000' AGL, and except in an actual emergency the aircraft will not be intentionally flown below 3,000' AGL with a feathered propeller.

## 19.4 Student Operations

- a) Students shall adhere to all written and verbal limitations given by their BEFA instructors.
- b) Students shall not fly solo unless they have flown with, or been signed off by an instructor within the preceding 30 days, and appropriate entries have been completed in the BEFA student pilot file.
- c) Wind Maximums - Students are not permitted to fly solo in wind conditions that exceed an eight (8) knot cross-wind component or a maximum of 15 knots unless specifically signed off by their instructor.
- d) No student solo of multi-engine aircraft allowed.
- e) No student solo of SES aircraft allowed.
- f) No student pilot operations of the Cirrus is allowed. Private pilot with at least 150 hours is required.

### 19.4.1 BEFA Recommendations

This section contains recommendations that follow common practice. Since student capability improves dramatically from pre-solo to test preparation, this section contains recommendations not rules. The instructor may choose to waive these limitations for pilots who meet or exceed private pilot competency.

- a) Pattern at Renton or Paine- No clouds below 2000 and visibility at least 5 miles.
- b) Local flights within 25 miles of Renton or Paine- No clouds below 2500 and visibility at least 7 miles.
- c) Cross-country flights - No clouds forecast below the minimum selected planned enroute altitude and at least 10 miles visibility.
- d) Students to be limited to the local field (PAE or RNT) until completing their solo phase check flight.

## 19.5 IFR Operations

- a) Equipment Requirements - BEFA aircraft shall not depart aircraft home base (Renton or Everett as appropriate) into known or forecast instrument meteorological conditions unless the aircraft has operable:
  - i. Heated Pitot tube
  - ii. Dual VHF communication transceivers with at least 360 channels each.
  - iii. Dual VHF navigation receiver indicators with at least one localizer and one glide slope.
  - iv. (A hand-held device will suffice for 1 VHF comm transceiver and 1 nav receiver (II, III above).)
  - v. Transponder
  - vi. ADF or marker beacon receiver indicator or IFR approved GPS
- b) Safety Pilots - Safety pilots required for instrument flying practice in BEFA aircraft must be BEFA pilots who have been checked out in the category and class of aircraft being flown.

## 19.6 Local/Cross-country Flying

- a) Local Flying Area - Local flying for certified pilots other than student pilots is defined as flying done during a total time of twenty four (24) hours or less and is within a 150 nautical mile radius of the BEFA base of operations. (Local flying is exempt from the 150 mile rule if conducted with a BEFA instructor.
- b) Flight Plans - A flight plan should be filed whenever feasible for all flights exceeding 50 nautical miles from the point of takeoff and for all flights into remote areas.
- c) BEFA Extended Cross-Country Itinerary - When a pilot schedules an aircraft for more than 24 hours, or plans a trip outside the Local Flying Area (as defined in 5.6a), an itinerary must be completed, signed and submitted to the Safety Officer or Operations Officer prior to departure. A pilot shall not depart prior to ensuring that the itinerary has been approved.
- d) Signing the itinerary is acknowledgment that the member has read, understands and agrees with the "BEFA Policy on Delayed Cross-Country Flights", posted in the Cross-country Scheduling Book.
- e) BEFA Mountain Itinerary – When a pilot schedules or plans a mountain flight (e.g. float plane mountain lake operations, sightseeing) a Mountain Itinerary must be completed, signed and filed with the Safety Officer, Operations Officer, or designee prior to departure. BEFA review of the itinerary is recommended, but not mandatory prior to the flight.

- f) Flights to Other Countries - For flights outside the contiguous United States or Canada, the P.I.C. must obtain and carry a letter from the BEFA President, which authorizes that flight into that country. The P.I.C. must confirm possession of proper insurance coverage and required aircraft and flight navigation documentation for the specific country(s).

### **19.7 Maintenance**

- a) Squawks - All aircraft discrepancies, malfunctions and damage shall be recorded on the Aircraft Discrepancy Report Form and in the appropriate Tach Book
- b) When a pilot finds an unsafe condition, and believes the aircraft should be signed "out to maintenance" on the sign-out board, the pilot shall contact the Operations Manager, the Operations Officer or the Safety Officer. If none are available, the pilot will sign the aircraft "out to maintenance", and continue to attempt to contact one of these individuals.
- c) Aircraft Grounding - When a licensed mechanic grounds an aircraft, the word "GROUNDED" shall be entered in the Tach Book along with the description of the condition; the word "GROUNDED" shall also be put on the sign-out board for the applicable aircraft, and the mechanic shall notify the Operations Officer, or Safety Officer. Grounded aircraft shall not be released for flight, except by a mechanic with airframe and powerplant certifications or inspection authorization, or his designee (as appropriate per Part 43).
- d) Repairs - Repairs in excess of \$100.00 must be approved in advance by the Operations Manager or a BEFA Board Member. Pilots are authorized to place a collect call at club expense to obtain this approval. All repairs in the Seattle area require approval of the Maintenance Manager or a BEFA Board Member.
- e) Maintenance Flights - Use of BEFA aircraft for maintenance-related flights, or release of BEFA aircraft for post maintenance flights, must be approved in advance by the Operations Manager, the Operations Officer, or his designee.
- f) Field Maintenance - Any field maintenance action must be squawked upon return to BEFA.

### **19.8 Accidents and Incidents**

- a) BEFA Notification - The P.I.C. shall notify a BEFA Board member or the BEFA Operations Manager of any accident or incident as soon as possible.
- b) When a BEFA aircraft is involved in an accident or incident, including a prop strike, the aircraft shall be grounded. The grounded aircraft shall not be released for flight except in writing by a mechanic with airframe and powerplant certifications or inspection authorization.
- c) FAA Notification - The P.I.C. is responsible for all NTSB required accident reports concerning any accident or incident in which the P.I.C. or the P.I.C.'s aircraft is involved.
- d) Pilot Liability - A Safety Board shall be convened to review the incident and report to the Board: a.) what happened; b.) recommended changes, if any, to the operating procedures; c.) recommended remedial training, if any, for the member(s) involved, and d.), assessment, if any, to the member(s) involved. Liability for any specific accident or equipment damage will be no more than the full deductible amount of the association's insurance policy or \$1,000, whichever is greater. If the member(s) involved is(are) found to have operated an aircraft in willful violation of FARs, or in a manner which may be construed as grossly careless or negligent operation, the liability shall be for the full insurance deductible or \$1,000, whichever is greater. If more than one member is involved, the Safety Board may assess liability to each participant in proportion to the determined level of fault.
- e) Pilot Grounding - In case of an accident or incident that results in an airplane being made unairworthy, the following actions shall be taken, if deemed appropriate by the Safety Officer:
  - i. The pilot shall be grounded until released by Safety Board action.
  - ii. The pilot's first ride after grounding shall be with a specified check pilot.
- f) News Media Statements - Only the BEFA President is authorized to make any statements to the news media in the event an Association aircraft is in any way involved in an accident or incident.

### **19.9 Aircraft Checkout and Return**

- a) Preflight - Each pilot shall check the aircraft squawks in the Tach book and make a thorough preflight inspection of the aircraft prior to departure.
- b) Sign-out Board - Each pilot shall note the destination and estimated time of return on the sign-out board prior to departure.
- c) Flight Time Records - Prior to each flight, the pilot shall make an entry in the Tach book recording the date of flight, pilot's name and the starting Hobbs and Tach hours. Students with an instructor shall also note the instructor's name. At the completion of each flight, the pilot shall complete the Tach book entry by recording

the ending Hobbs and Tach hours.

- d) A P.I.C. who chooses to operate a BEFA aircraft is assumed to have completed a full assessment of the aircraft condition and accepts the aircraft as airworthy. The P.I.C. thereby assumes responsibility for any assessable damage unless discrepancies are fully noted on the aircraft squawk sheets.
- e) A P.I.C. who chooses to operate a BEFA aircraft in a salt beach environment shall soap and water wash the aircraft thoroughly, as soon as feasible.
- f) Aircraft Return. - At the completion of each flight, it is the pilot's responsibility to return the aircraft and its key to their proper locations. If the pilot returns much earlier than was originally scheduled on the BEFA-selected scheduling system, the pilot shall cancel the remainder of the schedule.
- g) Delayed Return - When a pilot fails to return the aircraft, for any reason, at the scheduled time, the pilot shall notify the BEFA office staff or a BEFA Board member of the reason and the revised time of return. If the pilot abandons the aircraft, for any reason other than maintenance, BEFA may charge the pilot for the flying time and other expenses necessary to return the aircraft.
- h) Aircraft Logbooks - Aircraft logbooks will be kept in the BEFA office. When a pilot is required to take an aircraft logbook for a check-ride, the removal must be recorded on the sign-out sheet. The logbook must be returned to the BEFA office directly upon completion of the check-ride.

### **19.10 Reporting Violations or Filing Grievances**

- a) A grievance may be filed against any other member, including flight instructors or such person as deemed appropriate. Violations of these Rules should be reported to the Operations Officer by a signed grievance form. The Operations Officer, or designee, will log and review grievance reports, including rebuttal statements, if any, and present findings to the Board.
- b) Grievances involving damage to an aircraft, or accelerated wear of aircraft equipment (e.g. tires) will be evaluated to determine probable cause. In those cases where the operator(s) of the aircraft is (are) judged to have been responsible for such damage, or to have substantially contributed to it, the Operation Officer, or designee, is empowered to require compensatory payment to be made. Said payments shall not exceed the cost of correction of such damages. Such actions may be appealed to the Executive Board.
- c) An action not specifically prohibited does not mean it is allowed. Actions that the executive board deems are not in the best interest of the Association or its members, as well as those that violate the intent or words of the Rules, may invoke disciplinary action that can include fines, grounding or termination of membership. Compliance with FARs is required.

### **19.11 Noise Abatement**

BEFA pilots shall use published or posted noise abatement procedures at all airports whenever practical but shall deviate as required when necessary to comply with ATC requests or any safety consideration.

## **20 SCHEDULING OF FLIGHT TIME**

### **20.1 Reserving Flying Time**

It is the objective of the BEFA reservation system to provide fair and equitable access to our fleet for all members. To help facilitate this, a few rules are presented to govern making, modifying and canceling reservations. It is not possible, or desirable to regulate all eventualities. Ultimately, the success of our reservation system rests on member cooperation and adherence to the spirit of these rules.

#### **20.1.1 Other Than Extended Cross-country Time**

Reservations for all times other than extended cross-country time shall not be made more than nine days in advance of the date of the intended flight. Reservations must be made by computer -scheduling or can be made with the assistance of office staff, in person, or by telephone. Reservations required for the purpose of flight tests are an exception. Such reservations, requiring scheduling in excess of the 9-day advance rule, shall be made in accordance with the rules for extended cross-country scheduling detailed in section 20.1.2. The requirement for a deposit covering the daily minimum charge shall be observed.

**20.1.2 Extended Cross-country Scheduling**

- a) Reservations for extended cross-country time shall not be made more than two months in advance of the day of departure. Example: If you wish to schedule an extended cross-country flight to depart November 13, the earliest you could make a reservation would be September 13.
- b) Reservations shall be made in writing through the Renton office. Office personnel will enter the written instruction into the BEFA selected scheduling system. The individual cannot make direct schedule entries.
- c) The total minimum deposit, in accordance with paragraph 20.3.2, must be paid at the Office at the time an extended cross- country reservation is made or the reservation is invalid, and will not be entered in the reservation system.
- d) A member may not have more than two extended cross-country reservations in the BEFA selected scheduling system at any time.

**20.2 Amount of Scheduling Allowed Per Member**

**20.2.1 Other Than Extended Cross-country Time**

- a) Prime Time - Ten hours per calendar week. Exceptions can be made at the discretion of the Board.
- b) Non-Prime Time - There is no limit.
- c) Non-Reserved Time or No-Show Time - There is no limit.

**20.2.2 Extended Cross-country Time**

- a) During the Summer months, a member may schedule up to a total of 17 days of which not more than 14 may be consecutive. These days shall not consist of more than four weekends or parts of weekends.
- b) During the Winter months, a member may schedule up to a total of 33 days of which not more than 23 may be consecutive. These days shall not consist of more than eight weekends or parts of weekends.

**20.3 Minimum Flying Time Charges and Deposits**

**20.3.1 Other Than Extended Cross-country Minimum Flying Charges**

Minimum charges will be made according to the table in 20.3.2 as follows:

- a) If the actual tachometer or Hobbs (as applicable) flying time does not equal or exceed flying minimums, the member will be billed for the daily minimums with the following exceptions:
  - i. If, on the first or last day of a member’s scheduled time, the aircraft is made available for scheduling by others, and it is flown, the required minimum for the total period, billable to the scheduling member, will be reduced by the amount flown by others. The member is responsible for coordinating with the office staff to make sure minimum charges are correctly billed.
  - ii. For single overnight scheduling, no minimum is required for flights commencing after 1500, with a return no later than 1100 the following day.
- b) No deposit is required

**20.3.2 Extended Cross-country Minimum Flying Charges**

- a) A deposit is required for any extended cross-country reservation made more than 9-days in advance. This deposit is determined by minimum hours for the period of aircraft possession as shown below multiplied by the aircraft hourly rate.

Day	Summer (April through Sept.)	Winter (October through March)	One Calendar Day
Weekdays except holidays	1 hour	none	none
Sundays and holidays	2 Hours	1 Hour	1 Hour
Saturdays	3 hours	2 Hours	2 Hours

Note: Holidays included under this rule are those recognized by the Boeing Company and apply on the day Boeing suspends operations in celebration of these holidays. An exception to this rule will be the Christmas period when only Christmas Day and New Year's Day will be regarded as chargeable holidays.

- b) At the discretion of the Board, the minimum flying hours for complex and/or high performance aircraft may be reduced or removed. This change will be posted in the Cross-Country scheduling book.
- c) Minimum deposits will apply for fractions of days as well as full days.
- d) The provisions of section 20.3.2 apply to reservations
- e) A member's pre-payment for an extended cross-country reservation will be refunded upon request. However, if there are any penalty charges, they will be deducted from the pre-payment of the minimum flying time deposit.

## **20.4 Use of "No-Show" and "Non-Reserved" Time**

### **20.4.1 Other Than Extended Cross-country Time**

A member must wait at least fifteen minutes after the start of another member's scheduled time before using the "No-Show" time. The member is expected to make a "good faith" effort to contact the member holding the reservation.

### **20.4.2 Extended Cross-country Time**

A member must wait at least one hour before claiming another member's extended cross-country time. He or she must first try to contact the scheduled member and then the alternate (see Paragraph 6.4.4). If the scheduled member cannot be contacted, approval of a Board member is required before using the scheduled member's time.

### **20.4.3 Non-Reserved Time**

Non-Reserved time must be scheduled on the BEFA selected scheduling system, and may be used subject to the limitations of Section 20.2. Addition of non-reserved time to a reservation which results in a total of more than six consecutive hours is classified as an Extended Cross-country.

### **20.4.4 Signing as an Alternate (When supported by the BEFA selected scheduling system)**

- a) For Other Than Extended Cross-country Time
  - i. Signing as an alternate for time other than extended cross-country time is establishing a priority for a specific airplane. The member shall sign in the specific airplane's column.
  - ii. Reservations resulting from signing as an alternate also count towards the reservation limits stated in Section 20.2 if the alternate reservation is used.
- b) For Extended Cross-country Time

Signing as an alternate is a means of establishing a priority for the next canceled reservation, and not necessarily a specific airplane. No deposits are required. Alternate sign-ups are supported for extended cross-country time.

## **20.5 Reservation Cancellation**

### **20.5.1 Reservations of Six Consecutive Hours or Less**

- a) Cancellations must be made on the BEFA selected scheduling system..

### **20.5.2 Reservations of More than Six Consecutive Hours**

- a) Extended Cross-country Reservations may be altered or canceled subject to the following provisions:  
With the exception of last minute cancellations resulting from weather for which the pilot is not qualified, illness, or emergency, all alterations of reservations must be made on the BEFA selected scheduling system and communicated to the office staff, or a member of the board, in advance by the greater of:

- i. 10 days, or
- ii. The length of the reservation.

The purpose of this rule is to ensure ample opportunity for other members to take advantage of the time freed -up.



- i. Members who fail to cancel or alter their reservation as provided above will be charged \$1 per minimum hour for each day affected by the alteration of their reservation.
  - ii. There will be no penalty for :
    - a. Transferring from one aircraft to another for the same period.
    - b. Relinquishing an aircraft for use by another member.
  - iii. Reservations may be altered on the day of departure, without penalty, to provide for a delayed departure for adverse weather conditions if the aircraft is released for scheduling during the hours prior to the altered date and time of departure.
- b) Abuse of reservation cancellation privileges may subject the member to grievance by membership or the board with potential loss of reservation privileges.
  - c) If alternate reservations are supported by the scheduling system in use, the office personnel or the member canceling shall notify the alternates, in order, when a reservation is canceled, until a reservation is made, or all alternates have been notified.

## 21 Instructor Minimum Requirements

### 21.1 General

<b>FARs</b>	All BEFA Instructors must meet the requirements of all applicable FARs.
<b>Check-ride</b>	Initial Instructor check-rides will be given by the BEFA Safety Officer or his designee.
<b>Approvals</b>	All instructors must be recommended by the Safety Officer and approved by the BEFA Board for all status levels.
<b>Tax Number</b>	All instructors must have a Washington State business tax number and it shall be on file with BEFA. All instructors who provide instruction originating at the Renton Airport must have a City of Renton business license before providing instruction, and it must be posted at the BEFA office in Renton.

### 21.2 Specific

**21.2.1 The table in this section summarizes additional requirements specific to pilot skills and equipment used.**

**21.2.2 An instructor must be BEFA board approved for each type of instruction given as noted on the BEFA CFI list.**

- a) A limit to the number of CFIs will be approved by the BEFA Board, based on analysis and recommendation of the Operations and Safety Officers.
- b) No additional CFIs will be added to the BEFA CFI list if the existing number of instructors is in excess of the approved limit.
- c) A reduction in the number of instructors, for purpose of this rule, shall be by attrition only. Instructors may still be removed for cause, e.g. violation of Rule 21.3.

### 21.3 Instructor Recency of Experience

- a) Approved BEFA instructors must meet the following requirements to maintain a position as an instructor:
  - i. A Pilot Time Report must be submitted for the previous calendar year to the Safety Officer by the end of January each year.
  - ii. Attend at least two BEFA Instructor meetings each year.
  - iii. 100 hours per year P.I.C. and 50 hours per year as a BEFA CFI or complete a check ride by the Safety Officer or his designee.
- b) An instructor must be BEFA current in each category in which instruction is to be given

**Instructor requirements specific to pilot skills and equipment used**

<b>Title</b>	<b>Rating</b>	<b>Experience</b>	<b>Time</b>	<b>Approval</b>
<b>Airplane Instructor</b>	CFI	6 months as an active BEFA member.	50 hours of BEFA flight time.	Check ride and recommendation.
<b>Basic Check Pilot</b>	CFI	1 year as an active BEFA Instructor. 5 BEFA certificate graduations.	500 hours total. 50 hours night. 100 hours instructor.	Check ride and recommendation.
<b>Instrument Instructor</b>	CFII	6 months as an active BEFA member. 3 BEFA certificate graduations.	50 hours of BEFA flight time. 75 hours IFR time. 25 hours IMC time.	Check ride and recommendation.
<b>Instrument Check Pilot</b>	CFII	3 BEFA Instrument certificate graduations	100 hours BEFA instrument instructor	Check ride and recommendation.
<b>Hi-Performance/Complex Instructor</b> NOTE: Hi-Perf instructors limited to dual below 14,000 feet MSL.	CFI	6 months as an active BEFA CFI. 2 BEFA certificate graduations.	25 hours hi-performance PIC. 25 hours retractable gear PIC. 7 hours make and model, 32 landings 500 hours total time	Check ride and recommendation.
<b>Hi-Performance/Complex Check Pilot</b>	CFI	1 year as active BEFA Basic Check Pilot. 2 BEFA graduations as an active BEFA Basic Check Pilot.	500 hours total. 50 hours hi-performance PIC. 200 hours CFI. 50 hours retractable gear PIC.	Check ride and recommendation.
<b>Tailwheel Instructor</b>	CFI	BEFA Tailwheel training curriculum in the back seat.	10 hours front seat Tailwheel PIC 10 hours back seat PIC.	Check ride and recommendation.
<b>Tailwheel Check Pilot</b> 1. BEFA Basic Check Pilot requirements 2. BEFA Tailwheel Instructor		2 BEFA Tailwheel graduates	30 hours as a BEFA Tailwheel Instructor	Check ride and recommendation
<b>Aerobatic Instructor</b>	CFI	BEFA aerobatic curriculum in the back seat	25 hours Aerobatic PIC. 5 hours Aerobatic PIC in make and model.	Check ride and recommendation.
<b>Aerobatic Check Pilot</b> 1. BEFA Basic Check Pilot requirements 2. BEFA Aerobatic Instructor		2 BEFA Aerobatic graduates	30 hours as a BEFA Aerobatic Instructor	Check ride and recommendation
<b>Cirrus Instructor</b>	CFII	BEFA Hi-Performance/ Complex Instructor		Check ride and recommendation
<b>Cirrus Check Pilot</b>	CFII	BEFA Cirrus Instructor		Recommendation from BEFA Cirrus check pilot
<b>C-T210 Instructor</b>	CFII	BEFA Hi-Performance/ Complex Instructor	25 hours C-T210 time or equivalent.	Check ride and recommendation
<b>C-T210 Check Pilot</b>	CFII	BEFA C-T210 Instructor Hi-Perf/ Complex Check Pilot	25 hours as C-T210 flight instructor	Check ride and recommendation
<b>Floatplane Instructor</b>	CFI & SES	BEFA SES curriculum	10 hours in make & model and one of the following: (1) 100Hrs SES & 100 Hrs Instructor Time, or (2) 200 Hrs SES	Check ride and recommendation.
<b>Floatplane Check Pilot</b> NOTE: Experience and Time are an "OR" condition	BEFA SES CFI	5 BEFA SES certificate recommendations	200 hours SES total time 15 hours in each make and model	Check ride and recommendation
<b>Phase Check Pilot</b>	BEFA Basic Check Pilot	1 year as an active BEFA Basic Check Pilot 5 BEFA certificate graduations as Basic Check Pilot	600 hours total time 300 hours flight instruction Note: BEFA need as determined by Safety Steering	Check ride and recommendation by another Phase Check Pilot
<b>Pinch Hitter</b>	CFI	Attend or teach pinch hitter ground school		
<b>Simulator</b>	CFII	Receive simulator operation instruction from simulator instructor		