

Purdue Pilots, Inc. Operating Rules & Regulations

Effective 03/23/2009

Members of Purdue Pilots, Inc. (PPI) shall be governed by the following operating rules and these rules shall supersede and cancel all previous rules of the club.

-- MEMBER DUTIES --

1. Members of PPI shall observe all existing Federal Aviation Regulations, state, local airport rules, Lafayette Aviation Inc. rules, and club rules (PPI Bylaws).
2. Aircraft shall not be flown by persons other than current PPI members.
3. PPI aircraft shall not be loaned or rented to non-members.
4. Use of club aircraft for commercial purposes, other than instruction given to a member by an instructor approved by Lafayette Aviation, Inc., is prohibited.
5. It is the member's responsibility to report any aircraft squawks or damage. There is a form in the aircraft flight book. Give the original of the form to the Lafayette Aviation front desk personnel.
6. A member is grounded if he/she misses 2 consecutive club business meetings without prior approval by the club president. The grounding is lifted when a member attends a club business meeting. PPI meets once every two weeks if school is in session, always at 7:00 p.m. The location varies; check the club web site, <http://www.purdue.edu/ppi>.

-- FLIGHT RULES --

1. Pilot checkout and currency requirements are the same as those imposed by Lafayette Aviation.
2. Pay as you fly. PPI does not extend credit to members.
3. Members should have their current membership card available to present to the front desk staff at Lafayette Aviation prior to flight.
4. Smoking in PPI aircraft is prohibited.
5. The only maneuvers permitted are those required in a flight test for any airman's certificate.
6. Flight between the hours of sunset and sunrise shall be considered night flight (see also NIGHT REQUIREMENTS).

7. A pilot shall occupy the left seat unless he has received a check-out in the right seat by an approved instructor.
8. Early morning departures before 8:00 a.m. by pilots with less than 100 hours are discouraged.
9. Any member who is more than 15 minutes late for his scheduled flight time shall forfeit the remainder of his period to any member desiring the aircraft.
10. The PPI Executive Board reserves the right to hold a prior hearing on all cross country flight requests. As a guideline, the Executive Board will especially wish to evaluate the following:
 - a) Flights by members who have been active less than one month and/or have less than 10 hours in PPI aircraft.
 - b) Flights of over 300 nautical miles (nm) from Lafayette when a member has less than 100 hours total time or less than 30 hours cross country time.
 - c) Flights over 500 nm from Lafayette.
 - d) Flights involving over 72 consecutive hour's use of PPI aircraft.
11. If a pilot is called before a PPI Safety Committee, he may fly only with an instructor pending the findings of the Safety Committee.

-- ALL CROSS COUNTRY FLIGHTS --

1. A flight plan shall left with airport front desk staff if the cross country flight is over 50 nm from Lafayette.
2. A flight plan shall be filed with the FAA if a flight is over 100 nm.
3. Aircraft shall be landed only at public airports, unless prior approval is obtained from the Executive Board.
4. Members shall be reimbursed for oil and routine service. They will be reimbursed for fuel purchases at the current fuel reimbursement rate determined by the Treasurer. This rate will be based on the fuel price at Lafayette Aviation on or near the date of fuel purchase. Members must present a "Request for Check" form and an original receipt to the Treasurer to receive reimbursement.
5. When other than routine maintenance is encountered on a cross country flight, advice should be obtained from Lafayette Aviation, Inc. or the PPI Executive Board before any repairs shall be authorized.
6. When weathered-in, call Lafayette Aviation, Inc. or the PPI President.
7. Over-water flights beyond gliding distance from land must be approved in advance by the PPI Executive Board on an individual basis, after ascertaining that sufficient emergency equipment and insurance coverage has been provided.

-- MULTIPLE DAY CROSS COUNTRY FLIGHTS --

1. All flights of over 24 hours, or overnight, require prior Executive Board approval.
2. The club president or designee and any two PPI Executive Board members may approve requests for multi-day cross country flights.
3. A member shall guarantee PPI two hours of flight time for each consecutive 24 hours of aircraft use.
4. A pilot who is grounded by weather or maintenance at a distant location will not be expected to meet the minimum flight time per day requirement. However, if the aircraft is left at that location, the pilot will be responsible for the expenses of returning the aircraft to Purdue University Airport.
5. Pilots who have at least 190 hours of total time, hold a current instrument rating, have 1 calendar year membership in PPI, have made at least 3 multiple day cross country flights in PPI aircraft, and have 20 hours of multiple day cross country time in PPI aircraft may apply to the Executive Board for an exemption to rule #1 for multiple day cross country flights. This exemption shall remain in force for 1 calendar year or until specifically revoked by the Executive Board.

-- NIGHT REQUIREMENTS --

1. A member shall have 100 hours total flight time which must include 5 hours instrument time and 40 hours as a Private Pilot.
2. A night check-out by an authorized club instructor shall be required.
3. Night flight shall be restricted to 25 nm from Lafayette except when accompanied by an instructor.
4. Night flight is unrestricted if the pilot is instrument rated, checked-out at night, and the aircraft certified for instrument flight.
5. It is recommended that a flight plan be filed before flying at night.

-- AIRCRAFT --

1. Credit of one hour of flight time shall be allowed for aircraft washed when approved by the President and Maintenance Officer.
2. Credit of one-half hour of flight time shall be allowed for aircraft waxing when approved by the President and Maintenance Officer.

3. Members must be able to legally work in the United States to receive credit for washing/waxing an aircraft. A "Request for Check" form must be completed and presented to the Treasurer. Credit for washing/waxing an aircraft is based up on the current hourly rate for the cheapest aircraft in the fleet. This credit can be divided among members, but it is the members' responsibility to do so.

4. Prospective student pilot members may schedule a one-half hour demonstration flight at a rate to be determined by the PPI Executive Board.

ANY VIOLATIONS OF THE ABOVE RULES AND REGULATIONS OF PURDUE PILOTS, INC. SHALL BE SUBJECT TO REVIEW BY THE PPI SAFETY COMMITTEE.

-- VIOLATIONS --

1. Any unsafe operation or violation of any of the rules by a member renders him liable either to temporary flight suspension, monetary fine or both, pending a decision by the Executive Board.

2. Expulsion from the club will be recommended by the Executive Board in cases of extreme violation or recurring unsafe operation.

-- CHANGES AND AMENDMENTS --

1. Changes in, or amendments to these Operating Rules and Regulations may be effected only by the Executive Board.

2. Such changes shall become effective when incorporated into the minutes of an Executive Board meeting and notice being given to the membership by either posting to the PPI members e-mail list or by reading the minutes at a general meeting of the membership.

-- MEMBERSHIP --

1. New members shall pay \$65 for a first-time club initiation fee.

2. Club dues thereafter shall be \$50 per half-year; each half defined by Purdue Pilots, Inc. as the period between January 16th and June 31st and the period between July 1st and January 15th of the following year.

3. No member shall be granted fractional or discounted initiation fees or regular club dues.

4. Exceptions to these rules must be discussed and approved by the PPI Executive Board.

-- CLUB OFFICERS AND ELECTIONS --

1. Members of PPI shall elect a President, Vice President, Treasurer, Secretary, Public Relations Officer, Maintenance Officer, and Faculty Advisor(s) at the club's annual business meeting which shall take place toward the end of the Fall semester.
2. The PPI Executive Board shall be comprised of the President, Vice President, Treasurer, Secretary, Public Relations Officer, Maintenance Officer, and the Faculty Advisor(s). The Executive Board shall be responsible for the management of the club, and the President and Faculty Advisor(s) shall have the final authority on major club decisions.
3. To become an officer, a member must be in good standing with the club and announce his or her candidacy at or before the start of the annual business meeting. Presidential candidates must have been an active PPI member for at least nine months prior to officer elections.
4. Members may run for multiple officer positions, however, they may only hold one officer position at a time.
5. Officer elections will be managed by either the Secretary or the Faculty Advisor.
6. The President shall oversee all aspects of club business, organize and run all bi-monthly club meetings, affect fair and logical changes to club policy when necessary, and advance the club agenda(s). The President shall also preside over and lead meeting of the Executive Board.
7. The Vice President shall stand in for the President should he or she be unable to attend a club meeting, act as a liaison to the Aviation Student Organization Roundtable, and assume the role of President should the current President resign or otherwise be unable to fulfill the responsibilities of the role.
8. The Treasurer shall be responsible for the collection of dues and initiation fees, issuing PPI membership cards, depositing receipts with the Purdue Bursar's Office, receiving monthly flight fees and statements from Lafayette Aviation and Lafayette Avionics, preparing check request forms for the Business Office for Student Organizations, keeping club financial and membership spreadsheets up to date, setting up aircraft and liability insurance in early January, preparing Federal and State tax forms in October, and processing any other miscellaneous club expenses throughout the year. The Treasurer shall deliver a report on the club's current financial status at every meeting.
9. The Secretary shall take attendance at each PPI meeting, organize and maintain a record of club attendance, take notes at all meetings, distribute meeting minutes to all members, manage the club's e-mail lists, and maintain a club roster with the Treasurer.
10. The Public Relations Officer shall be responsible for enhancing the club's publicity and advertising, organizing call-outs at the beginning of the Fall and Spring semesters, and creating and distributing any advertisement materials including flyers and posters.

11. The Maintenance Officer shall keep track of any maintenance performed on the club's aircraft, inform the membership of said maintenance, and help organize and expedite major maintenance and repairs on club aircraft. The Maintenance Officer shall deliver a report on the aircraft's current status and record any new aircraft squawks at every meeting.

12. The Faculty Advisor shall provide advice and guidance to the president and executive board on issues regarding club operation, act as a liaison with university administration on matters involving the standing and operation of the club, provide oversight of the financial operation of the club, and serve as a mechanism for continuity in leadership and policies from year to year.

13. The webmaster shall be responsible for updating and maintaining the club's website and working with the Public Relations officer or President at times to disseminate information to PPI members via the website. This position shall be appointed by the President.

14. Officers are expected to attend every meeting unless prior arrangements are made with the President. If the President cannot attend a meeting, he or she shall make arrangements with the rest of the Executive Board.