

SPRINGFIELD FLYING CLUB

MEMBERS HANDBOOK



Preamble

The purpose of this document is to:

1. provide rules by which the Board of Directors shall govern and fulfill its duty within the confines of the By-laws;
2. provide rules for all members to acknowledge and follow;
3. provide additional explanations and understanding about rules, privileges, responsibilities, behaviours, expectations, social and club discourse;
4. provide explanation about organizations and affiliates associated with the SFC and to clearly define the rights and responsibilities of organizations and affiliates;
5. provide protocols and guidelines for the Board of Directors as well as members to conduct club activities appropriately and in a standard manner;
6. provide a fees schedule;
7. provide non-digital access to forms.

This document is divided into sections:

1. Rules (page 3)
 - 1.1 Gasoline and Fuel Keys
 - 1.2 Airport Field Operations
2. Member Expectations, Responsibilities, Penalties, Voting Variances, Privileges (page 6)
3. Hanger Owners Privileges, Commitment and Understanding (page 9)
4. Organizations and Affiliations (page 11)
5. Protocols and Guidelines (page 12)
6. Fee schedule (page 15)
7. Forms (page 15)

The rules are subservient to the By-laws and can never replace or supersede the By-laws.

The rules and fee schedules are subject to change in accordance with the By-laws.

Protocols, guidelines and forms are subject to change at the behest of the Board of Directors, without prior consultation or agreement with the membership.

All members must avail themselves of a digital copy of this document, and it is strongly advised that each member prints out a complete copy for themselves.

A copy of this document can also be found on the clubs website in the “members only” section.

Section 1: Rules

1.1 Gasoline and Fuel Keys

1.1.1 Cost of Avgas and Mogas

The cost of all gasolines will be kept as low as possible. No more than 10 cents per liter will be added to the purchase price of gas to cover overhead.

1.1.2 Costs Relating to Fuel Repairs and Upgrades

The cost of repairs to the gas pump, hose, ground cable and tank replacement is to come from the General Revenue Account.

1.1.3 Sale of Fuel to Members

All fuel purchased must be paid for when fueling by leaving a cheque for the full amount or by e-transfer to *springfieldflyingclubtreasurer@gmail.com*. If the Member maintains a prepaid fuel account, then the purchases of fuel are charged to that account. Members in arrears for more than 2 months must surrender their fuel key until the account is paid in full. The fuel key deposit shall not be returned to the member in this instance. All fuel purchased by Members must be for use in their own aircraft and not for off-field use.

1.1.4 Sale of Fuel to Non-members

Fuel may be sold to itinerant and non-member visitors only if they sign the fuel liability waiver located at the gas pump office, pay 10 cents per liter over Member price and pay in full by cheque. E-transfers and fuel accounts are not allowed. Only 100 LL fuel can be sold to non-members or persons without membership association.

1.1.5 Aircraft Handling at the Fuel Pump

All aircraft must be grounded and completely immobile with the key removed from the ignition switch when fueling at the fuel pumps. No aircraft engine or other aircraft electrical activity is permitted and no moving aircraft parts are permitted when fuelling. All propellers and rotors must be completely stopped before fuelling.

1.1.6 Filling of Fuel Containers

Fuel containers must be in contact with the ground and should be grounded with a ground wire before filling. Filling containers inside vehicles or on trailers is prohibited.

Filling large containers (40 gallons or more) requires prior approval by a majority of the Directors.

1.1.7 Fuel keys

- (a) A deposit of \$25 per key is required when a key to the fuel pump lock is loaned to a Voting Member, a Non-Voting Co-Owner Member, an Associate Member and the Organization Liaison, which is refunded, without interest, when the key is returned, or forfeited if the key is not returned;
- (b) Non-Voting Non-Owner Members and Itinerant Visitors do not get a fuel key, but may use the Fuel key of a Voting Member, a Non-Voting Co-Owner Member or an Organization Liaison;
- (c) A majority of the Directors reserve the right to recall any or all keys.

1.2 Airport Field Operations

1.2.1 Use of Club Electricity at Outdoor Tie-downs

Members using electricity must arrange with the Club Field Manager for payment.

1.2.2 Alteration or Repair of Club Property and Landscaping

- (a) Alterations, additions, or repair work will not be carried out to any Club property or machinery (tractors, buildings, fuel tanks, pumps, taxi ways, parking area and runways etc) without prior consultation and authorization by a majority of the Directors.
- (b) Landscaping, adding fill, digging ditches, or otherwise altering airport premises in any way is not allowed unless authorized by a majority of the Directors. Adding a small amount of fill around one's hanger or filling small potholes in one's tie down area is allowed.

1.2.3 Club Inventory

An inventory list of all club property should be maintained and updated by a volunteer position. Borrowed equipment must be signed out or at least communicated to the Field manager.

1.2.4 Maintenance of Members Tie-down/Hangar Area

- (a) A gas operated push mower is provided by the Club for members to keep the grass on their tie-down/hangar areas at a maximum height of 4 inches. Fuel and oil levels of the mower must be checked before use. If a mower is unavailable or not working the member must make their own arrangements to get the grass cut. If the mower is unserviceable, the member must advise the Field Manager as soon as possible.
- (b) Long uncut grass makes the airfield unsightly, presents a safety hazard, and allows for the persistence of vermin and other animals on the airport. Any tie-down/hangar area found to be more than 5 inches will have the grass cut by the Club and the Member in question may be charged.

1.2.5 Operation of Club Tractors and Other Equipment

The tractor shall be operated by designated persons who have been checked out. Entry in LOGBOOK on board to be made for all operations including name, times, and use.

1.2.6 Snow Clearing

Prior approval for large scale snow clearing in the tie-down/hangar area(s) must be obtained from the Field Manager and/or tractor operator.

1.2.7 Security

The main gate, located at the intersection of Murdock Road and the airport access road MUST BE KEPT LOCKED WHENEVER THE AIRPORT IS UNATTENDED. If you will be leaving on a flight or are not certain if anyone is present or if they will be returning from a flight, please lock the gate. ANY MEMBER LEAVING AFTER 5 PM IS EXPECTED TO LOCK THE GATE. MEMBERS ARE EXPECTED TO SCRAMBLE THE COMBINATION AFTER LOCKING OR UNLOCKING THE CHAIN.

1.2.8 Locks

The locks securing the fuel depot, front gate, maintenance sheds and club house and the tractor maybe changed by a majority vote of the Directors when deemed necessary.

1.2.9 Itinerant visitor pilots and aircraft owners (fly-in visitors)

- (a) Fly-in visitors are welcome to park their aircraft in outdoor designated areas for 30 days at no cost.
- (b) Have no Membership privileges extended to them except for use of the Springfield Flying Club clubhouse facilities only.
- (c) Are entitled to fuel at non-member prices, arranged in advance with, and provided by the airport manager or his/her proxy.
- (d) May use electric plug-in services with prior arrangement and permission of the Directors or Lyncrest Airport manager; said service being paid for in advance as per the fee schedule and refunded on a pro-rated basis after electric consumption and cost is calculated.
- (e) Must remove their aircraft from the Lyncrest Airport after the maximum 30 days or apply for Voting Membership immediately.
- (f) Must sign all forms and waivers relating to itinerant parking/storage at Lyncrest Airport.

(End of Section 1)

Section 2: Membership Expectations, Responsibilities, Penalties, Voting Variances, Privileges

2.1 General

- (a) All members agrees to abide by By-Laws and Club Rules of the Springfield Flying Club, and directives of a majority of the Directors of the Springfield Flying Club;
- (b) All members agrees to conduct themselves in an honest, legal, courteous, respectful and behaviorally and socially acceptable manner;
- (c) All members agrees to participate in the functioning of the Springfield Flying Club by an act of volunteerism of about 10 hours per year, excluding participation at any meetings and excluding functioning as a Director of the Board;
- (d) Membership fees are for a single calendar year and are due on January 1st of each year.
- (e) Membership fees, penalties, and any other debt owed to the Springfield Flying Club are to be paid by the end of the month in which they occurred.
- (f) Any Member who renounces or loses his/her Membership is not entitled to a pro-rated reimbursement of Membership monies.
- (g) Any Member who renounces or loses his/her Membership and leaves without settling any and all debt owed to the Springfield Flying Club, even if the debt is subsequently paid in full, will never be allowed re-admittance to the Springfield Flying Club. The Springfield Flying Club reserves the right to take legal action to recover monies owed to it.
- (h) All Members agree that they accept full responsibility for the safety, actions, behavior, damages, repair and financial consequences and financial recompense of their guest(s).
- (i) Members agree to complete the Declaration of Understanding regarding Membership/Affiliation within The Springfield Flying Club and at Lyncrest Airport form annually and submit it to the Secretary before January 31st of each year. This is a condition of Membership and/or Affiliation and failure to sign and submit this form annually may lead to Membership or Organization Affiliation termination.
- (j) A Membership list will be available to all Members. The list will be updated as needed. The list will kept in the Club House document drawer for privacy and for members consultation.
- (k) NSF Cheques: A service charge of \$25.00 will be made where a member's cheque is returned for whatever reason by the member's bank. Should such service charge not be paid, a majority of the Directors may, at their discretion, take disciplinary action;
- (l) All members will not drive on taxiways or other areas designated by the Board of Directors and/or the Airport Manager and/or Grounds Manager;
- (m) A member will repair, at his/her own expense, any damage caused by his/her vehicle to any surface area of the airport.

2.2 Membership Fee Penalties, Other Debt and Disciplinary Action

- (a) The Directors have the right to charge a penalty fee, compounded monthly, and/or institute disciplinary action for accounts in arrears, for breaches to the Bylaws and rules, or for any action or inaction on the part of members where the Club has to bring the delinquent Member's action or inaction back in line with the By-laws and Rules.
- (b) Any Director has the right to ask any delinquent Member to refrain from using or to vacate or not use Springfield Flying Club facilities or the Lyncrest Airport
- (c) Disciplinary action is at the discretion of the Board of Directors, and at it most severe, can call for the expulsion of the delinquent member.

2.3 Voting Variance

Should it ever occur that during a vote there are less Voting Members as compared to specific Associate Members and/or Co-Owner representatives, then the specific Associate Members and Co-Owner representatives forfeit their vote.

2.4 Membership Privileges

2.4.1 Voting Members

- (a) For any person who owns 100% of an aircraft(s) based in a hanger or in the tie-down area at Lyncrest Airport. This includes float aircraft(s) which might be based elsewhere for any length of time and any aircraft(s) which are stored off-site during winter.
- (b) Aircraft owners only pay for one Membership even if he/she owns (entirely or in part) other aircraft(s) stored at Lyncrest Airport.
- (c) Aircraft owners are entitled to 2 outdoor tie-down parking spaces at no extra charge as long as the aircrafts are registered in his/her name.
- (d) The Member who owns an aircraft(s) understands and agrees to the obligation of reporting to the Directors if he/she is allowing another pilot(s) permission to fly his/her aircraft(s) as pilot-in-command, and that failure to fulfill this obligation can lead to the immediate action of expulsion from the Springfield Flying Club of the Voting Member.
- (e) Owners of aircraft(s) based in a hanger or in the tie-down area at Lyncrest Airport have one vote per Membership, and not one vote for each aircraft owned.
- (f) Voting Members in good standing have the right to build hangers subject to approval;
- (g) The Board of Directors has the right to change the voting status of a Voting Member to that of a Non-Voting Member if it is reasonably demonstrated that the Voting Member does not fulfill the characteristics of a Voting Member and the Member still wishes to remain a member of the Springfield Flying Club.

2.4.2 Non-Voting Non-Owner Members

- (a) For any person who does not own an aircraft but does fly another Voting Member's or Organization's aircraft(s).
- (b) Non-Voting Non-Owner Members have no voting privileges and cannot build or buy a hanger.
- (c) Exception for annual Membership dues: Non-Voting Non-Owner Members who are also affiliates of the Ninety-Niners Organization only and fly the Ninety-Niners Organization's aircraft(s) exclusively are entitled to a pro-rated refund of their annual dues upon renouncing both their affiliation from the Ninety-Niners Organization and Membership from the Springfield Flying Club. This pro-rated refund is not available to any other Member.

2.4.3 Non-Voting Co-Owner Members

- (a) For each person within a Co-Ownership of an aircraft(s) based in a hanger or in the tie-down area at Lyncrest Airport, known as a Non-Voting Co-Owner Membership. This includes float aircraft(s) which might be based elsewhere for any length of time and any aircraft(s) which are stored off-site during winter.
- (b) Each Co-Owner only pays for one Non-Voting Co-Owner Membership even if he/she co-owns other aircraft(s) stored at Lyncrest Airport.
- (c) Non-Voting Co-Owner Members are collectively entitled to two outdoor tie-down parking spaces at no extra charge and not to two outdoor tie-down parking spaces per Co-Owner.
- (d) Each Non-Voting Co-Owner Member understands and agrees to the obligation of reporting to the Directors if he/she is allowing another pilot(s) permission to fly his/her co-owned aircraft(s) as pilot-in-command, and that failure to fulfill this obligation can lead to the immediate action of

expulsion from the Springfield Flying Club of all Non-Voting Member Co-Owner Members who co-own the aircraft(s).

- (e) Non-Voting Co-Owner Members have no voting privileges as individuals but must elect a representative amongst themselves to speak for and vote on their behalf. (See By-laws 6.05 (c)).
- (f) Non-Voting Co-Owner Members in good standing collectively have the right to build a hanger subject to approval.

2.4.4 Associate Members

- (a) For a person who does not own a hangar or tie-down at the Lyncrest Airport or who does not base their aircraft(s) at the Lyncrest Airport.
- (b) For a person who wishes to use the Lyncrest Airport, partake in its activities and have member privileges afforded to them.
- (c) Entitled to vote only if he/she has been a Member for a minimum of 5 years immediately preceding the renouncement of Membership and the immediate granting of an Associate Membership, or (with the approval of a majority the Directors) has been a non-voting Associate Member for a minimum of 5 years and has maintained exemplary character and active participation including volunteering, and refrained from financial delinquency for monies owed to the Springfield Flying Club during those 5 years.

2.4.5 Social Members

- (a) For a person who does not own or base an aircraft at the Lyncrest Airport.
- (b) For those who wish to be associated with the Springfield Flying Club and partake in the social activities of the Springfield Flying Club, including volunteering.
- (c) Have no voting, fuel key, storage or aircraft parking privileges.

2.4.6 Honorary Members

This Membership is conferred upon those individuals nominated by an active member, and subsequently approved by a membership vote who have

- (a) maintained exemplary character and active participation including volunteering, and refrained from financial delinquency for monies owed to the Springfield Flying Club for a preceding minimum 5 years;
- (b) whose contributions to the Springfield Flying Club have been acknowledged numerous times by the Membership;
- (c) who do not own a hangar or have aircraft tie-down parking on Lyncrest Airport property;
- (d) who do not have voting, fuel key, storage or aircraft parking privileges.

(End of Section 2)

Section 3: Hangar Owner Responsibilities, Commitment and Understanding

The hangar owner(s) will:

- (a) be a Voting Member or Non-Voting Co-Owner Members, all in good standing;
- (b) base at least one aircraft in the hangar for a minimum of 6 months per year and that aircraft will:
 - (1) be maintained in a state of readiness for flying, at least from May to November, runway, taxiway, apron and weather conditions permitting;
 - (2) if in need of repairs or construction, will be worked on regularly with the intention of getting the aircraft flyable. A lack of repairs or construction shall be considered as assigning the hangar to that of a storage space as per and in direct contradiction to Section 3 (d) below;
- (c) not carry out any commercial enterprise or for-profit activity of any nature whatsoever from the hangar;
- (d) not use the hangar primarily as a storage structure for inoperable aircraft or aircraft in any state of long term disrepair or long term partial construction, non-aviation vehicles, equipment, paraphernalia, goods, objects, antiques, or other chattel or for any use other than that primarily for aviation activities;
- (e) allow the Directors (or their representative) permission to enter his/her hangar in the Members presence to ascertain/confirm that at least one aircraft owned by the Member is housed in the hangar and that the hangar is not (primarily) used for inoperable aircraft or aircraft in any state of long term disrepair or long term partial construction, storage of non-aviation vehicles, equipment, paraphernalia, goods, objects, antiques, or other chattel or for commercial or for-profit activities. Failure to allow for inspection and/or repeated unwillingness of the Member to make him/herself available for inspection shall be deemed to be an admission by the Member that he/she is deliberately breaching the By-laws and Rules of the Springfield Flying Club, and that he/she can have their Membership terminated;
- (f) upon sale of the hangar, first offer the hangar to the Springfield Flying Club. If the Springfield Flying Club declines the offer then the seller(s) can offer the hangar only to a Voting or Non-Voting Co-Owner Member(s) in good standing;
- (g) not sell the hangar to anyone who is not a Voting Member or Non-Voting Co-Owner Members, and without the approval of the Springfield Flying Club, and if the Member(s) does sell their hangar to anyone not approved by the Springfield Flying Club, then the seller(s) understand the potential for legal and other actions against him/her/themselves from the Springfield Flying Club and from the new, unapproved hangar owner;
- (h) clean and maintain the immediate surrounding area of his/her/their hangar;
- (i) not store or erect anything whatsoever in the area surrounding their hangar without the approval of a majority of the Directors. This area is airport property and not hangar owner property. The Member(s) could have action taken against the him/her/themselves which may include, at the Member's cost, the removal of any structures, non-aviation vehicles, equipment, paraphernalia, goods, objects, antiques, or other chattel to a location that is not the Lyncrest Airport, as well as expulsion from the Springfield Flying Club;
- (j) remove or take down any objects, items, and paraphernalia of any kind which might already be erected or stored around the hangar if directed by a majority of the Directors. This area is airport property and not hangar owner property. The Member(s) may have action taken against the him/her/themselves which may include, at the Member's cost, the removal of any structures, non-aviation vehicles, equipment, paraphernalia, goods, objects, antiques, or

other chattel to a location that is not the Lyncrest Airport, as well as expulsion from the Springfield Flying Club.

(End of Section 3)

Section 4: Organizations and Affiliation

4.1 Requirements of an Organization and Limitations of Organizations seeking Affiliation

An Organization is an entity which bases itself at Lyncrest Airport by being an affiliate of the Springfield Flying Club with the following requirements:

- (1) for the sole purpose of promoting general aviation, by virtue of its mandate/mission statement to:
 - (a) registered pilots who do not own and/or co-own an aircraft(s) based at Lyncrest Airport but who wish to fly the Organization's aircraft(s) and no other aircraft(s) based at Lyncrest Airport;
 - (b) other members of the public as defined within the Organization regulations.
- (2) the Organization is owned and/or managed, and/or represented by a single, existing Voting Member.
- (3) affiliate Organizations are strictly limited to the Ninety-Niners, Blue Skies and EAA Organizations.

4.2 Entitlements, Prohibitions and Responsibilities

The organization:

- (a) is required to pay an annual fee for its own Non-Voting Membership, payable under the name of the Organization, but managed by an existing voting member.
- (b) is entitled to a physical presence at Lyncrest Airport, either with/without its own aircraft(s), either in a hanger or in a tie down spot as long as the Organization agrees to abide by the By-Laws and Rules of the Springfield Flying Club, and directives of majority Directors of the Springfield Flying Club ;
- (c) may not carry out a for-profit or commercial venture of any kind, but may collect fees from within its own Organizational hierarchy for gas, maintenance, oil and other Organization costs.
- (d) will never advertise/promote themselves as a flying school and/or offer flight instruction of any kind or in any interpretation of the word.
- (e) will not admit any applicant to its Organization without prior approval from a majority of the Directors.
- (f) will provide to the Directors a mandate, mission statement, operating procedures and/or other manifestos about itself or any other information requested by the Directors.
- (g) is responsible for ensuring its own associates maintain and adhere to the By-Laws and Rules of the Springfield Flying Club;
- (h) is responsible for the actions, behaviours, and consequences (financial or otherwise) of its associates.
- (i) is not entitled to a vote.

(End of Section 4)

Section 5: Protocols and Guidelines

5.1 Renouncement of Membership

Any member(s) who wish to renounce his/her/their Membership agrees

- (a) to provide notice of the renouncement in a letter addressed to the Directors of the Springfield Flying Club;
- (b) acknowledge that no Membership refunds are owed to them;
- (c) that any and all outstanding non-membership fees/dues will be paid in full prior to the date of cessation of Membership;
- (d) that the fuel key will be returned;
- (e) that they will remove any and all aircraft and personal belongings from the Lyncrest as soon as possible;
- (f) that if they own a hanger(s) he/she/they will clean and do due maintenance and repair to the grounds around the hanger before offering the hanger for sale in accordance with Section 3.4 (e) to (f).

5.2 Removal of a Member

If the motion is passed to dismiss a Member, then the Member:

- (a) is immediately stricken from the membership roster and banned from the clubhouse;
- (b) must return his/her fuel key immediately;
- (c) forfeits all member privileges;
- (d) be mindful that even though he/she has a hangar on the airport property, he/she can be charged with trespassing or other charges if they cause a disruption of any kind to any member, non-member, other person's or club's property on the airport grounds, an event being held or to be held at the airport or any other harm (verbal or physical) or damage to anyone or anything on the airport property;
- (e) must immediately clear the area around their hangar to leave it in the same condition as when the hangar construction was first completed;
- (f) is allowed uninterrupted passage to and from his/her hangar, and entry and exit of his/her hangar as long as he/she conducts him/herself in a socially acceptable manner and does not cause a disruption of any kind to any member, non-member, other person's or club's property on the airport grounds, an event being held or to be held at the airport or any other harm (verbal or physical) or damage to anyone or anything on the airport property;
- (g) take immediate steps to sell the hangar and remove the contents of their hanger from the airport property;
- (h) is mindful that they are only allowed to have access to the contents of their hangar and not to any object or equipment outside of their hangar;
- (i) should be mindful that any sale of their hangar not approved by the Directors may lead to litigation with the new hangar owner as the Springfield Flying Club has the right (a) not to approve membership applications, and (b) to prevent commercial businesses or any for-profit activity from being operated within hangars, and (c) the new owner has no jurisdiction about what happens outside of his/her unapproved hangar;
- (j) In the case of a Non-Voting Co-Owner Collective where one or more Non-Voting Co-Owner Member(s) loses his/her individual Non-Voting Co-Owner Membership, the Directors have the right to terminate the Membership of the entire Non-Voting Co-Owner Collective.

5.3 Guidelines for Membership Application

While variation of the process may occur it is strongly advised that the process not deviate from this guideline.

According to the By-laws the final acceptance or rejection of the application is made by the Directors; not the Membership.

- (a) An applicant fills out the necessary forms and waivers, CCAR proof of aircraft ownership, etc, and presents these to the Chair of the Membership Committee
- (b) The Chair of the Membership Committee ensures the forms are correctly filled out and should review the Club Rules with the applicant to ensure the applicant understands the commitment of Membership, especially volunteering. This provides an opportunity for the applicant to ask questions or withdraw their application.
- (c) The Chair of the membership Committee begins the process of vetting the applicant, and should ask for assistance in this regard from other Members. Referrals should be contacted, social media should be checked and an internet search of the applicant should be the minimum of scrutiny and audit of the applicant. Word-of-mouth interactions are also encouraged. Other legal approaches to obtain a good profile of the applicant is encouraged.
- (d) The Chair of the Membership Committee provides the details to the Membership. The Membership, by way of discussion without the presence of the applicant, assists in the scrutiny and audit of the applicant but cannot vote to accept the applicant. However, the membership can suggest either that the applicant attend a meeting to introduce himself/herself and make his/her own case for Membership, or suggest that the application be rejected. The Directors have the right to sequester themselves and vote to reject the applicants application.
- (e) The applicant attends a meeting and introduces himself/herself and answers appropriate questions as to their aviation history / career / hobby / interest.
- (f) The Directors sequester themselves and vote to accept or reject the applicant.
- (g) The Fuel manager is tasked with providing any and all fuel forms and waivers, advising the applicant of the \$25 key deposit, and of getting a fuel key ready for the applicant. The Field Manager should arrange for a tie-down spot if needed.
- (h) Upon signing the Declaration of Agreement and any other outstanding documentation and paying the necessary dues, as confirmed by the Secretary and Treasurer, the applicant obtains his/her membership, and fuel key (depending on the Membership).

5.4 Action by the Directors against a Member

This guideline is attached to the Club Rules for easy access and review, but does not form part of the By-laws or Rules. Failure to resolve a situation at any step leads to the next step in the guideline. Note: the Directors reserve the right to deviate from this guideline as they see fit, but remain within the bounds of the By-laws. All actions will be recorded in the minutes of the meeting, and copies of all letters will be kept for the record.

- (a) The TRANSGRESSING MEMBER is advised by a Director verbally of the transgression, and a solution is discussed and enacted by the TRANSGRESSING MEMBER.
- (b) The TRANSGRESSING MEMBER is advised in writing by mail or electronic communication, of the failure to resolve the issue. The Director will outline the necessary recourse for the TRANSGRESSING MEMBER to enact
- (c) The TRANSGRESSING MEMBER will receive a registered letter outlining the details of the transgression, the details of the initial verbal discussion and solution and the failure to respond to the prior communication. The Director will outline the necessary recourse for the

TRANSGRESSING MEMBER to enact.

- (d) The TRANSGRESSING MEMBER might receive a second registered letter outlining the details of the transgression, the details of the initial verbal discussion and solution and the failure to respond to prior communications. The Director will outline the necessary recourse for the TRANSGRESSING MEMBER to enact.
- (e) The TRANSGRESSING MEMBER will receive a registered letter advising the TRANSGRESSING MEMBER that the Directors will be asking for the Membership to vote to terminate the membership of the TRANSGRESSING MEMBER.
- (f) If the motion to terminate the membership of the TRANSGRESSING MEMBER is passed, the TRANSGRESSING MEMBER will be advised by registered mail of the termination of membership and of the procedures outlined in the Rules which are to be enacted.
- (g) Failure of the TRANSGRESSING MEMBER to adhere to the procedures in the Rules may lead to litigation at which time the TRANSGRESSING MEMBER will be contacted by the legal team representing the SFC.

(End of Section 5)

Section 6: Fees Schedule

The Fees Schedule is subject to change. Please ensure you have the correct schedule. If in doubt please contact the Treasurer for confirmation of fees. All currency is Canadian dollars.

Voting Membership	\$526
Non-Voting Membership	\$526
Associate Membership	\$75
Social Membership	\$50
Mowing around a Members hanger/Tie down area per mow	\$50
Fee penalties	10% of the accumulated debt owed, compounded monthly until paid in full - or - at the discretion of a majority of the Board of Directors
Tie-down area electric plug in	\$20 per month payable in advance

(End of Section 6)

Section 7: Forms and Agreements

Each form/agreement will appear on its own page.

The forms/agreements include:

- Declaration of Understanding regarding Membership/Affiliation within The Springfield Flying Club and at Lyncrest Airport
- Renouncement of Membership from The Springfield Flying Club and Departure from The Lyncrest Airport
- Provisional Renewable Non-Voting Membership Agreement for Student Pilots
- Aeronautic Maintenance Engineer (AME) Services provided by AME's who are members of the Springfield Flying Club at Lyncrest Airport
- Application to build/store chattel alongside a hanger on Lyncrest Airport Property
- Notice of Breach of By-law(s) and/or Rules of the Springfield Flying Club

**Declaration of Understanding regarding Membership/Affiliation within
The Springfield Flying Club and at Lyncrest Airport**

I, (name: print legibly)

- Have read and understood the By-laws and Rules of the Springfield Flying Club;
- Agree to abide by the By-laws and Rules of the Springfield Flying Club.

My Membership classification and/or Affiliation: (check all that apply)

Voting Member Non-Voting Non Owner Member Non-Voting Co-Owner Member
Associate with voting privileges Associate with no voting privileges Social Organization

For Members who do not own an aircraft specify the name of the aircraft(s) owner whose aircraft you fly and/or Organization with which you affiliate yourself.

.....

Aircraft(s): 1
(make,
model, 2
registration) 3

Hanger location: East West Hanger number:

My contact details:

home phone cell phone

email

home address

.....

postal address

.....

Signature

Signed this day date..... month 20.....

**Renouncement of Membership from The Springfield Flying Club and
Departure from The Lyncrest Airport**

I/We, the undersigned, wish to advise the Directors of the Springfield Flying Club of my/our
renouncement of membership, effective (date)

I/We acknowledge that:

- (a) no membership refunds are owed to me/us;
- (b) that any and all outstanding non-membership fees/dues/penalties/other debt will be paid in full prior to the date of cessation of Membership;
- (c) that the fuel key(s) will be returned or the fuel key deposit will be forfeit;
- (d) that I/we will remove any and all aircraft and personal belongings from the Lyncrest Airport as soon as possible;
- (e) that if I/we own a hanger(s) I/we will clean and do due maintenance or repair or removal of chattel to the grounds around the hanger before offering the hanger for sale.

Signed this day date month 20.....

Name..... Signature

Name..... Signature

Name..... Signature

Name..... Signature

Name..... Signature

Provisional Renewable Non-Voting Membership Agreement for Student Pilots.

(Page 1 of this 2 page agreement.)

Agreement of obligations, conditions and understanding between the Springfield Flying club
(hereinafter known as SFC)

and

(Print legibly)

(hereinafter known as Applicant).

SFC and Applicant do hereby agree that Applicant may apply for a non-voting membership to join the SFC subject to the obligations, conditions and understanding as detailed in this agreement, namely:

SFC conditions and understanding:

1. SFC Board of Directors have the right to, without explanation, reject the initial application for non-voting membership;
2. SFC Board of Directors has the right to, without explanation, not renew the membership;
3. SFC Board of Directors shall immediately revoke and cancel this particular membership if the Applicant is in breach of this agreement, the By-laws or the Rules of the SFC.

Applicant obligations, conditions and understanding:

1. If approved, the membership is a non-voting membership subject to the By-laws and Rules of the SFC;
2. The non-voting membership is renewable on January 01 of the succeeding year, and for the balance of a total of eighteen (18) months from today's date, and only if approved by the SFC Board of Directors;
3. Applicant admits to not having any qualification, certificate, permit, license or other endorsement from Transport Canada or any other country which entitles him/her to operate an aircraft independently in Canada or any other country;
4. Applicant will provide written proof of a valid Canadian learner pilots permit and will provide a realistic time frame in which he/she hopes to conclude training and obtain the requisite qualification, certificate, permit, license or other endorsement from Transport Canada which entitles him/her to operate an aircraft independently. A time frame exceeding eighteen (18) months automatically disqualifies the application for non-voting membership. The eighteen (18) months is continuous, irrespective of inclement weather, winter and personal off-field obligations, activities or medical conditions;
5. If Applicant has his/her own aircraft he/she agrees to base it in a tie-down location at Lyncrest airport for the duration of his/her training;
6. Applicant will not be allowed to apply for, build or purchase a hanger at Lyncrest Airport until such time as he/she possesses the requisite qualification, certificate, permit, license or other endorsement from Transport Canada which entitles him/her to operate an aircraft independently and he/she owns an aircraft;

7. If the non-voting membership is revoked or cancelled the Applicant will remove his/her aircraft and any other personal property from Lyncrest Airport as soon as possible, that is, when the weather permits and there would be no potential damage to taxiways and runways due to wet, surface conditions.
8. A signed copy of this agreement will be attached to next months minutes.

For SFC _____

(Director's name) _____

For SFC _____

(Director's name) _____

Applicant (student pilot) _____

Dated this day _____ date _____ of Month _____ 20____.

Aeronautic Maintenance Engineer (AME) Services provided by AME's who are members of the Springfield Flying Club at Lyncrest Airport

(page 1 of this 2 page agreement)

Agreement of obligations, conditions and understanding between the Springfield Flying club
(hereinafter known as SFC)

and

(Print legibly)

(hereinafter known as AME).

Preamble

The SFC understands that AME's who wish to become members of the SFC should not be discriminated against by having their application denied due to their profession. AME's can be valuable members of a flying club as long as they agree to the By-laws and Rules of the club especially and specifically in regard to not operating a for-profit or commercial business from Lyncrest Airport. This agreement sets out the limitations of what an AME can and cannot do with respect to their occupational knowledge and ability while being a Member of the Springfield Flying Club at Lyncrest Airport.

The AME acknowledges, understands and agrees:

1. That no for-profit or commercial activity by the AME is allowed on Lyncrest Airport grounds;
2. That the need to mitigate the potential appearance of commercial activity is paramount and that any breach of this agreement, the By-laws and Rules in this context, places the SFC and Lyncrest Airport at risk and that SFC has the right to pursue litigation against the AME for consequences related to the breach;
3. That the AME member may only charge for professional services if:
 - a. Any assistance whatsoever is rendered, (not within his/her own hanger if he/she owns a hanger at Lyncrest, but) at the hanger of the Member requesting professional services and that any aircraft part(s) removed from the aircraft undergoing repair or service are taken off-field to the AME's professional place of business for repair or servicing;
 - b. The services requested of the AME are made through the AME's off-field professional business office;
 - c. That all invoices and receipts for services rendered will be on professional business stationery and that the SFC Board of Directors has the right to examine such documents to validate that any services rendered were professional and not private;
 - d. Any professional services rendered at Lyncrest Airport are for existing SFC Members only. No non-member services are allowed;

4. That in the normal, social discourse between Members, the AME shall not charge for help, assistance or opinion, unless he/she has specifically made it clear to those members engaged in the discourse that such help, assistance or opinion is chargeable as a professional service and such services should be contracted through the AME's off-field professional business.
5. That if this agreement, the By-laws or the Rules are breached the SFC Board of Directors will call for the immediate revocation and cancellation of the AME's Membership.
6. A signed copy of this agreement will be attached to the next meetings minutes.

For SFC _____

(Director's name) _____

For SFC _____

(Director's name) _____

AME Member _____

Dated this day _____ date _____ of Month _____ 20_____.

**Application to Build/Store Chattel alongside a Hanger
on Lyncrest Airport Property**

I, (name; print legibly) _____
request approval to build or store the following alongside my hanger. I acknowledge that the
chattel will be on Lyncrest Property and not my property. I acknowledge that if approved, and
subsequently ordered I shall remove the chattel in its entirety from the Lyncrest Airport
property and restore the area to the same condition as prior to the build/storage.

Chattel description: Include size, shape, potential impact on neighboring hangers and on the
ground upon which it will rest. Drawings are helpful.

Signature

Date

OFFICE USE ONLY: APPROVED DENIED

For SFC _____

For SFC _____

(Director's name) _____

(Director's name) _____

Notice of Breach of By-law(s) and/or Rules of the Springfield Flying Club

Dear _____

Date _____

This serves to inform you that you are in breach of:

By-law(s) _____
and/or Rule(s) _____.

Explanation(if warranted) _____

The Board of Directions agrees that the following actions on your part are deemed to be corrective and request you to take such actions immediately.

Please be advised that inaction on your part could have consequences; the most severe being a motion to call for your membership to be immediately revoked and cancelled. A copy of this letter will be attached to the next Club's meeting's minutes.

Thank you.

Sincerely

For SFC _____ For SFC _____ For SFC _____
(Name) _____ (Name) _____ (Name) _____