



Cirrus Aircraft Flying Club Bylaws

1 THE ORGANIZATION

1.1 Definition

The CIRRUS AIRCRAFT FLYING CLUB, hereinafter referred to as the "Club" or by name, is operated by Cirrus Aircraft, hereinafter referred to as the "Company" or by name, through Corporate Flight Operations Department (871), hereinafter referred to as "Flight Operations" or by name, as a benefit to its employees and their families.

1.2 Mission

As a manufacturer of personal aircraft, Cirrus Aircraft is dedicated to the advancement of general aviation by encouraging and enabling the acquisition of flying skills and activities of all interested employees and their families. The Cirrus Aircraft Flying Club is committed to making flight accessible and affordable to its members.

2 MEMBERSHIP

2.1 Eligibility

Club membership is open to all Cirrus employees, employee spouses and dependents, interns and Cirrus subsidiary employees only. Temporary employees employed through staffing agencies and independent contractors are not eligible.

2.2 Application

All membership applicants shall provide a completed membership application to the Cirrus Aircraft Human Resources department. The application provides authorization to deduct membership dues from the employee's paycheck and identity verification check mandated by TSA. The application should be reviewed by the club secretary prior to submitting to the Human Resources department.

2.3 Spouses and Dependents

Spouses and dependents shall have the equivalent status of membership as a member, without the power to vote. Their membership will be tied to their sponsor member's membership. Spouses and dependents must adhere to all regulations, rules, and policies laid out by the Flying Club, Cirrus Aircraft, and all applicable agencies.

2.3.1 Spouses

2.3.1.1 Legally married to, and sponsored by, a member of the Flying Club.

2.3.2 Dependents

2.3.2.1 Legal dependent of and sponsored by a member of the Flying Club.

2.3.2.2 Be under the age of 21 years old.

2.3.2.3 Sponsoring Members.

2.3.3 The sponsoring member is responsible for all financial liabilities incurred by spouse and/or dependents to include but not limited to: aircraft rental, flight instructor wages, club dues, and fuel.

2.4 Voluntary Membership

Membership in the Club is a voluntary privilege. Membership in the Club is provisional and may be terminated by Cirrus Aircraft at any time with or without cause. Any member whose membership in the club is terminated shall have no recourse against the Company, any member, or any Officer of the Club.

3 MEETINGS

3.1 Membership Meetings

3.1.1 Organizational

The Club Organizational meeting shall be held Quarterly. This is the Club's Quarterly meeting. Notice of any Organizational meeting shall be sent to the member's last known email. Members are responsible for keeping the Club advised of any changes in address.

3.1.2 Special

If an emergency arises such that a decision must be made before any scheduled meeting the President and any two other officers may call a special meeting. The officers are responsible to notify all members prior to holding a special meeting. Any decision or ramification agreed upon during a special meeting will be binding to all members.

3.1.3 General

General Meetings are held once monthly. General meetings may also be called by any three officers upon the recommendation of any member wishing to organize the meeting for the purpose of information sharing among members and the Board of Officers. Any such general meeting will be communicated in the monthly newsletter. General meetings shall also be called for social events, safety meetings, and classes.

3.2 Attendance

Members in good standing are encouraged to attend all of the meetings and take an active role in the Club. All members, whether attending or not, are bound by the decisions made at the Club Membership meetings.

3.3 Meetings of the Club Officers

3.3.1 Frequency

The Board of Officers shall meet to review club operations, finances, and to address any member concerns or grievances at least every Monday prior to the monthly meeting, unless otherwise scheduled.

3.3.2 Quorum of Officers

The presence of three Officers is required to constitute a quorum and conduct club business. An officer who participates via teleconference shall be deemed "present" by a majority vote of the Officers present in person.

4 ELECTIONS

4.1 Election of Officers

The election of officers shall be held at the fourth quarter, quarterly meeting each year. All nominations will be closed prior to the call to vote. All Members and Officers shall have one vote. At the Organizational meeting, the membership may submit nominations for the positions to be filled. In the event there are insufficient nominations for the open positions, the Chief Club Officer may appoint a nominating committee of three members to present a slate to the membership.

4.1.1 Uncontested Offices

All uncontested offices may be confirmed by acclamation by a majority of the members present entitled to vote.

4.1.2 Contested offices

Contested offices will be decided upon by written ballot appropriate for the offices to be elected.

4.2 Absentee ballots will not be used. Any member entitled to vote and unable to attend the election meeting may designate another voting member as a proxy. All proxies shall be designated and announced as such prior to the call to vote.

5 APPOINTED POSITIONS

5.1 Executive Sponsor

The Executive Sponsor is a member of Senior Staff responsible for communications between the Club and the Cirrus senior team. This person is appointed by the Senior Staff, and shall attend the majority of the meetings.

5.2 Senior Flying Club Instructor

The Senior Flying Club Instructor is a member of the Flight Operations Department, responsible for communications between the Club and Corporate Flight Operations and the Flying Club Instructor. The Senior Flying Club Instructor also acts as the Maintenance Officer.

5.2.1 The Senior Flying Club Instructor is appointed by Corporate Flight Operations

The Senior Flying Club Instructor acts as the club safety officer with the following responsibilities:

5.2.2 Implements safe operating and flying procedures for the club.

5.2.3 Dissemination of appropriate training and flying information to the Members.

5.2.4 Is the Flying Club's representative at the safety stand down.

5.2.5 Schedules and plans large club training events (tailwheel, seaplane, etc.) and assists, if necessary in planning/coordinating the safety stand down.

5.3 Flying Club Instructor(s)

The Flying Club Instructor is a member of the Flight Operations Department, responsible for communications between the Club and Corporate Flight Operations and the Senior Club Instructor. The Flying Club Instructor will assist the Senior Flying Club Instructor as needed.

5.3.1 Any Flying Club Instructor is appointed by Corporate Flight Operations

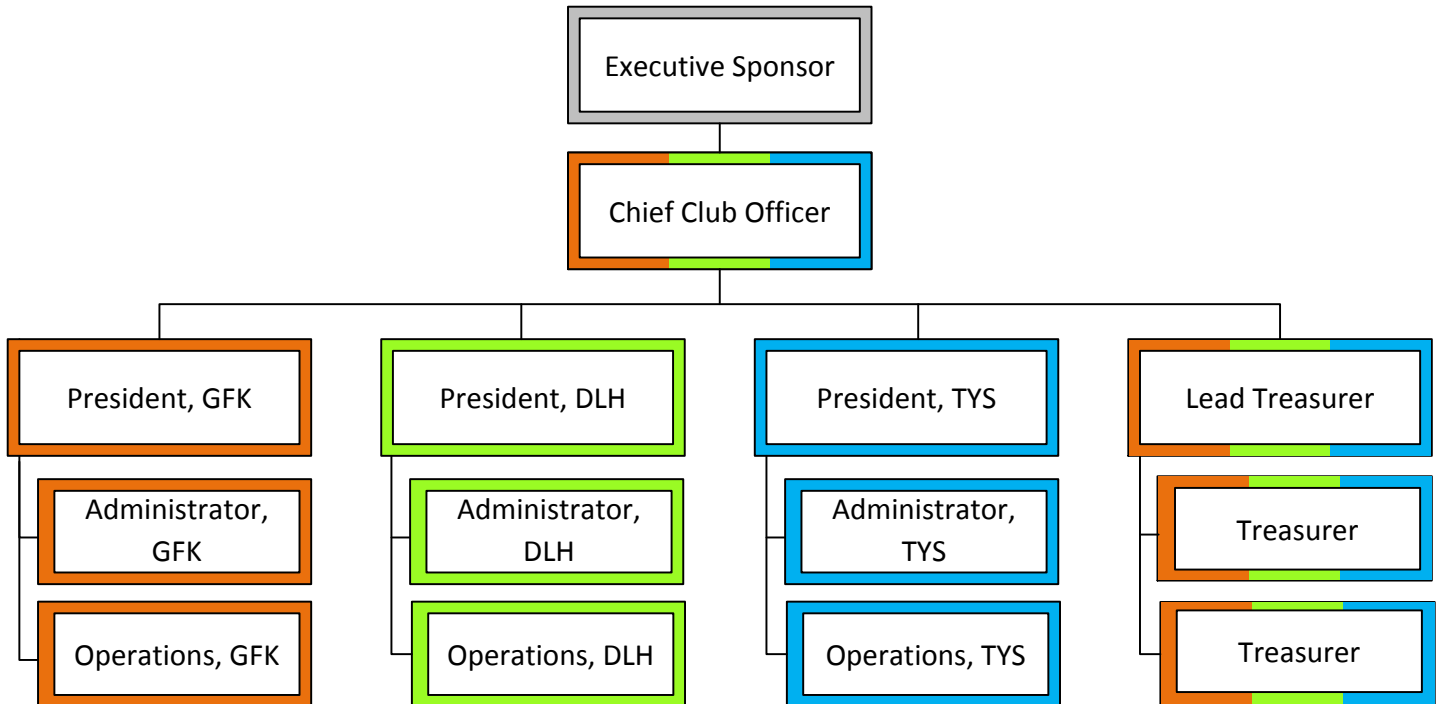
6 OFFICERS

6.1 Officer Positions

The Club officers shall consist of

- Chief Club Officer
- President, DLH/TYS/GFK
- Administrator, DLH/TYS/GFK
- Operations, DLH/TYS/GFK
- Treasurer, DLH/TYS/GFK
- Temporary/Project Officer

Flying Club Leadership Organizational Structure:



6.2 Purpose & Duties

The Officers are elected to represent the interests of the overall club membership. The term of office for the Officers begins immediately upon election and runs until the next election. The duties of each office are as follows:

6.2.1 Chief Club Officer:

The Chief Club Officer shall preside at all meetings (either in person or via telecom) and be responsible for the conduct of all Club activities. The Chief Club Officer is the chief executive officer of the Club. The Chief Club Officer is specifically responsible for the following:

- 6.2.1.1 *Club liaison to senior management*
- 6.2.1.2 *Responsible for all other Officers and their responsibilities.*
- 6.2.1.3 *Responsible for budget tracking and creation of budget for following year*
- 6.2.1.4 *Assists site Presidents in creation, tracking, and completion of roadmaps*
- 6.2.1.5 *Appoints Temporary/Project Officer positions, decides the number of treasurers will be required, and who the lead treasurer will be.*

6.2.2 President (Duluth/Knoxville/Grand Forks):

There will be a president at each site, Duluth, Knoxville, and Grand Forks. Each President shall attend all local meetings. Each President is responsible for activities and operations at their specific site (Duluth/Knoxville). The President is specifically responsible for the following:

- 6.2.2.1 *Club spokesperson*

- 6.2.2.2 *Responsible for keeping track of club metrics*
- 6.2.2.3 *Responsible for creation and tracking of site roadmap*
- 6.2.2.4 *Responsible for site Administrator and Operations Officers*
- 6.2.2.5 *Responsible for assisting in budget tracking and creation of budget for following year for specific site*
- 6.2.2.6 *Club Promotions and improvements*
- 6.2.2.7 *Member conflict resolution*
- 6.2.2.8 *Delegates responsibilities for any officer position not filled*

6.2.3 Administrator (Duluth/Knoxville/Grand Forks):

There will be an administrator at each site, Duluth, Knoxville and Grand Forks. The Administrator shall take the minutes of all meetings and insure that all members receive a timely copy of the minutes. The Administrator is specifically responsible for the following:

- 6.2.3.1 *New Member orientation*
- 6.2.3.2 *Fleet Management Software access and sign-up*
- 6.2.3.3 *Meeting Minutes*
- 6.2.3.4 *Local Fly-in updates*
- 6.2.3.5 *Club communication*

6.2.4 Operations (Duluth/Knoxville/Grand Forks):

There will be an operations officer at each site, Duluth, Knoxville and Grand Forks. The Operations Officer shall assist the flight instructors in the day-to-day operations of the club. The Operations Officer will assist the Administrator in completion of their tasks during times of high workload. The Operations Officer is charged with the additional function of Club Historian. The Operations Officer is specifically responsible for the following:

- 6.2.4.1 *Assists flight instructors with tracking and scheduling maintenance*
- 6.2.4.2 *Club metric tracking including membership data, flight hour data, and solo/ratings data*
- 6.2.4.3 *Tracks and solves issues within the scheduling software*
- 6.2.4.4 *Liaison to flight operations in being TSA compliant*
- 6.2.4.5 *Assists the Administrator in his/her responsibilities during high workload times*

6.2.5 Treasurer (Duluth/Knoxville/Grand Forks):

The Treasurer is responsible for all financial matters of the Club. The Treasurer shall maintain such accounts as are appropriate for the Club. The Chief Club Officer will decide the number of treasurers required and who the lead treasurer will be. The Treasurer is specifically responsible for the following:

- 6.2.5.1 *Processing of rental and instruction invoices*
- 6.2.5.2 *Accounting – Payment incoming and outgoing*
- 6.2.5.3 *HR interactions / Club dues management*
- 6.2.5.4 *Club Fundraising activities.*
- 6.2.5.5 *The Lead Treasure is responsible for:*
 - 6.2.5.5.1 *All of the duties listed in 6.2.5.1 to 6.2.5.4*
 - 6.2.5.5.2 *Ensuring that payroll is submitted for all sites on time each pay period.*

6.2.6 Temporary/Project Officer:

A temporary/project officer is a temporary position, maximum 3 months, and is appointed by the Chief Club Officer. Duties will be defined for the specific project by the Chief Club Officer. There may be more than one temporary/project officer at any time.

6.3 Officer Removal from Post (other than elections)

6.3.1 Resignation

6.3.1.1 An officer may resign at any time for any reason.

6.3.2 Incapacitation

6.3.2.1 An officer can be removed for incapacitation; only by unanimous vote of all Officers and Executive Sponsor.

6.3.3 Abandonment of Post

6.3.3.1 Abandonment of Post is defined as follows:

6.3.3.1.1 Not attending a minimum of 8 out of 12 monthly and quarterly meetings.

6.3.3.1.2 Two consecutive unexcused absences of all scheduled meetings (scheduled meetings include but not limited to: Officer meetings, member meetings, safety meetings).

6.3.3.2 If an Officer meets the criteria for Abandonment of Post, the Chief Club Officer must remove them from their post.

6.3.4 Executive Removal

6.3.4.1 The Executive Sponsor may remove any Officer from their post, for the following reasons but not limited to:

6.3.4.1.1 Incompetence

6.3.4.1.2 Abandonment of Post

6.3.4.1.3 Safety violation

6.3.4.1.4 FOM violation

6.3.5 Vacancy

In the event that any elected officer position becomes vacant:

6.3.5.1 The position may be left vacant with its duties re-assigned by the Chief Club Officer; or

6.3.5.2 The officers may appoint a replacement for that position on an interim basis which goes until the following quarterly meeting. This is done by a majority vote of a quorum the remaining officers, if enough officers remain to constitute a quorum. If insufficient officers remain to form a quorum then a unanimous vote is required.

6.3.5.3 The interim board member may be affirmed for the remaining duration of the original term by vote of the general membership at a meeting held for such purpose with at least 14 days notice. The quorum for such vote shall be the members present that are eligible to vote.

6.3.5.4 In the event that a quorum of the membership does not vote at such a meeting, the position shall be filled on an interim basis again as described in paragraph 6.3.5.1. A quorum of the membership is considered a minimum of 5 members attending a meeting scheduled at least one week in advance.

6.4 Officer Position Eligibility

- 6.4.1 All officers may be subject to potentially sensitive documents and information. They must keep a high level of confidentiality pertaining to these documents and information.
- 6.4.2 Must be 18 years of age or older.
- 6.4.3 A current employee of the Company.
- 6.4.4 A current member of the Flying Club.
- 6.4.5 An officer, with a location specific title (ex. Duluth President), must be primarily located at that site.
- 6.4.6 The Chief Club Officer must have previous experience as a flying club officer and be confirmed by a minimum of 2/4 from following: the Executive Sponsor, CFO, Human Resources, and Flight Operations. Stakeholders may get feedback as necessary from any relevant department or personal.
 - 6.4.6.1 Any member wishing to run for the Chief Club Officer position must be confirmed prior to elections taking place.

7 CFIs

- 7.1 Pilots wishing to exercise their CFI privileges within the Flying Club must be:
 - 7.1.1 A Flying Club member,
 - 7.1.2 approved by the Officers,
 - 7.1.3 approved by Flight Operations,
 - 7.1.4 and have all relevant flight currency filed with the Flying Club.
- 7.2 CFIs instructing within the Club are on a provisional basis. At any time either the Officers or Flight Operations may revoke a CFI's privileges to instruct within the Club.
- 7.3 CFI's are not authorized to train students who are not registered Club members in Club aircraft.
- 7.4 Instructors may impose requirements on students prior to training

8 AIRCRAFT SCHEDULING & DISPATCH

8.1 Fleet Scheduling System

All aircraft and instructor scheduling is to be done via the Club fleet scheduling system.

8.2 Scheduling Limits

- 8.2.1 There is a limit of 3 active reservations per airplane. With a total of 6 reservations total. If an alternate becomes an active reservation and this causes a member to exceed the reservation limits, they will be notified and have the opportunity to remove the reservations of their choice to meet the criteria.
- 8.2.2 Club Officers reserve the right to make scheduling limitations on any aircraft in response to aircraft availability.
- 8.2.3 Flight instruction for the purpose of obtaining any license or rating are exempt from paragraph 8.2.1.

8.3 Dispatching Aircraft

- 8.3.1 Aircraft are to be dispatched via the fleet scheduling system prior to engine start. If an aircraft is not dispatched within 30 minutes after the scheduled start time of a reservation, the reservation is considered void and the alternate may use the reservation. Prior to taking an aircraft on an alternate

reservation, the pilot should attempt to contact the member with the primary reservation and let them know their reservation time has been taken.

8.3.1.1 Failure to cancel a reservation will result in penalties to the member.

8.3.1.1.1 The first instance is a written (emailed) warning to the member. The second instance will result in a \$5 charge directly to their account, and any instance after the second will be a minimum of a \$10 charge.

8.3.2 Failure to checkout an aircraft prior to engine starting will result in penalties to the member.

8.3.2.1 The first instance will be a written (emailed) warning to the member. Any instance after the first will result in a minimum of 1 week suspension of their flying privileges.

8.3.3 The PIC must fill out and document route of flight in dispatch system comment section.

8.3.3.1 Information must include: souls on board, destination and if a flight plan is on file.

8.3.3.1.1 If no flight plan is on file (not the same as flight following), then the following must also be included: route of flight, intended arrival time, and alternate airport (if applicable).

9 DUES, AIRCRAFT RENTAL, & INSTRUCTION RATES

Dues and aircraft hourly rates may be changed to reflect operational costs and financial needs of the Club on an as needed basis by the Company.

9.1 Hourly Rates

Aircraft hourly rental rates are “wet” rates (includes fuel).

9.2 Credit for Fuel Purchased Elsewhere

Club members may receive credit for fuel purchased elsewhere. To receive credit members must submit receipts for fuel purchased while renting club aircraft. Credit will be given on the rental invoice at the incurred price per gallon to the flying club; members are responsible for any difference in cost. No member will ever be paid more than the incurred cost of fuel to the club.

9.3 Flight Instruction Rates

Standard flight instruction rates are set by the Club and may be adjusted on an as needed basis. CFI payment must be made and received through the HR Department and Cirrus payroll system.

10 PAYMENT OF DUES, AIRCRAFT RENTAL, & FLIGHT INSTRUCTION

10.1 Payment of Dues

Each member is required to pay bi-weekly dues. Dues are deducted from each member’s paycheck. Dues for additional employee family member(s) shall be deducted from the employee’s paycheck.

10.1.1 Current rates will be posted on the Club website.

10.2 Payment of Rental & Instruction Invoices

Invoices are to be paid in a timely manner.

10.2.1 Methods of Payment

10.2.1.1 Payroll Deduction (preferred)

To pay via payroll deduction, sign and submit payroll deduction form to HR. A large invoice (>\$200) may be split between a maximum of three paychecks.

10.2.1.2 Check

Invoices may be paid via check in the accounting department.

10.2.2 Pre-Payment

Pre-payments made at any time, in the form of checks or gift certificates, in coordination with the Treasurer.

10.3 Aircraft Maintenance

Aircraft maintenance is to be performed by the Cirrus Factory Service Center (FSC) when feasible. If the FSC is unable to schedule the aircraft maintenance in a timely fashion – outside maintenance shops may be utilized.

10.3.1 After every flight, the pilot is expected to ensure the interior of the plane is clean.

10.3.2 After every flight, the pilot is expected to ensure the exterior of the plane is clean.

10.3.3 Any member who, in the opinion of an officer or Club instructor, violates paragraph 10.3.1 or 10.3.2 will be subjected to a minimum cleaning fee of \$25.00.

11 INSURANCE

11.1 Insurance for the Club aircraft will be provided by the Company's greater insurance policy.

12 OPERATIONAL RULES

12.1 Policies and Procedures

The Cirrus Flying Club shall adhere to all policies and procedures set forth in the most current version of the following:

1. Federal Aviation Regulations
2. Cirrus Flight Operations Manual

12.2 Officer Role in Day-to-Day Operations

The officers of the club reserve the right to add or delete additional limitations on an as-needed basis, as long as they do not contradict the Federal Aviation Regulations or the Flight Operations Manual.

13 CORPORATE FLIGHT OPERATIONS DEPARTMENT

13.1 Audits

The Flying Club will be audited by Flight Operations twice annually.

13.1.1 For the following reasons:

13.1.1.1 To ensure proper record keeping in compliance with TSA, FAA, and Company policies.

13.1.1.2 To evaluate and assess the safe operation of the Club. This includes:

1. Safety Records and Reports
2. Accident/Incident Reports
3. Maintenance Records

13.1.1.3 To ensure compliance with CFR's, FOM, By-laws, and Flying Club SOP's.

13.1.2 All Officers are required to be present for the beginning of the audit and can be excused as necessary.

13.1.3 All audit results and recommendations will be submitted to the Executive Sponsor.

13.2 Aircraft

13.2.1 Flight Operations may reserve any or all of the Club aircraft at any time with coordination with the Executive Sponsor, Chief Club Officer, or local Club President. These reservations may be used for corporate flight missions or customer training events.

13.2.1.1 Flight Operations will notify any pilots that will be affected by the change in schedule.

13.2.1.2 Reservations made by Flight Operations are exempt from paragraphs 8.2 and 8.3 of this document.

13.2.1.3 Any corporate use of an aircraft or Club instructor will be billed back to the relevant department at corporate rates. Each department is responsible for purchase of fuel in addition to the corporate rate. Corporate rates are established by the accounting department in January of each year.

13.3 Pilot Privileges

13.3.1 Flight Operations may at any time remove or suspend pilot privileges, and/or require recurrent training, for the following reasons:

1. FOM violation
2. FAR violation
3. Aircraft accident/incident
4. Unsafe operation of an aircraft.

13.4 CFI Privileges

All pilots wanting to exercise their CFI privileges within the Flying Club or Flying Club aircraft must be approved and complete training with Flight Operations.

13.5 Recurrent Training

All pilots in the Flying Club or/and using Flying Club aircraft are required to comply with FOM recurrent training and will be administered/delegated by Flight Operations.

13.6 Responsibility

Flight Operations is responsible for the safe operation of the Flying Club and will exercise its authority only to the extent to meet safety concerns.

13.7 Revisions

Revisions to any of the following documentations must be approved by Flight Operations:

1. SOP
2. FOM
3. By-Laws

14 AMENDMENTS

Any amendment or modification to these By-Laws shall require the approval of two-thirds of the voting membership present at a meeting called for such a purpose after 30 days written notice. All amendments or modifications must be approved by the Executive Sponsor and Flight Operations before becoming active.

15 EXCEPTIONS

The Company may make decisions as to aircraft acquisition and disposition, set hourly flying rates, High Performance/Complex or other designated aircraft fee, and set membership dues.

DEFINITIONS

CFI	=	Certified Flight Instructor
FAA	=	Federal Aviation Administration
FAR	=	Federal Aviation Regulation
FOM	=	Flight Operations Manual
FSC	=	Factory Service Center
HR	=	Human Resources
IR	=	Instrument Rating
PPL	=	Private Pilot License
SOP	=	Standard Operating Procedure

Change History

Date	Description
March 2017	Original creation of document
November 2017	Minor grammar and spelling corrections. Changes to incorporate the addition of the Knoxville Flying Club. Specifically: 2.3, 5.2, 6.1, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.3.3.2, 6.3.5.4, 6.4.5, 6.4.6, 7.1.4, 7.2, 7.3, 8.3.1, 8.3.2, 8.3.3, 9.2, 10.3.3, 12.2.1, 13.2.1.3
August 2018	Changes to incorporate the addition of the Grand Forks Flying Club. Specifically: 6.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 7.4

Approvals

Rob Haig, Executive Director of Flight Training & Operations

Date Signed

Bill King, Cirrus Flying Club Executive Sponsor

Date Signed

