

CONSTITUTION & BY-LAWS

PINELLAS PILOTS ASSOCIATION. INC.
PO BOX 17838
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Article I – Purpose of the Club

- The purpose of this organization is to improve the flying skills of the members and to provide them with aircraft for economical transportation and recreation.
- To provide aviation technical information, low cost facilities and aircraft for the members' education and instruction in flying and the accumulation of flight time.
- To promote the proficiency and interest of all members in private flying and aviation, and doing any and all things necessary or incidental thereto.
- To promote social interactions between club members.

Article II – Basic Rules

- All members shall observe and obey the current FAA, state, local, airport, and Pinellas Pilots Association, Inc. laws, rules, and regulations governing flight and use of aircraft. Each member is also responsible to be familiar with all the information contained in any report or notifications issued by club officers that will include, but are not limited to, KPIE operational updates, decisions by club officers and any updates and all rules and information addressed in these bylaws.
- All members are required to obtain KPIE airport security clearance including obtaining the appropriate badge. Contact Airport Security at 727-453-7816 for an appointment.

The actions of any member violating the rules and/or regulations shall be reviewed by the officers of the club with the offending member. The officers are empowered to take the following actions:

1. The member may have his/her flying privileges suspended for a period of time determined by the officers.

2. The member shall be granted the opportunity to explain his/her course of action which caused this violation prior to any punitive action.

3. The member may be expelled from the club. If a member is expelled from the club, he/she will immediately be refunded 1/2 of their equity share. The other half will be returned when a new member is accepted by the club. However, the club retains the right to retain any amounts owed to the club by that member.

Article III – Meeting of Members

- The annual meeting of the members of this corporation shall be held in the Pinellas County, Florida, by March 31 of each calendar year.
- All meetings of the members, except as herein otherwise provided, shall be held at a place to be determined by the President. If it is deemed to be essential, the meeting may be conducted via electronic media.
- Notice of annual meeting of the members shall be given by written notice mailed or emailed to each member at his/her last known place of business or residence at least five (5) days before the annual meeting.

Special meetings of the members may be held at such time and place as the President may determine, or may be called by a majority of the Directors or by written petition of at least five (5) members. It shall be the duty of the Secretary to call such a meeting within thirty (30) days after such demand.

- Notice of special meetings of members, stating the time and in general terms the purpose thereof, shall be given in a like manner as the notice required for the regular annual meeting.

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- No business may be transacted without previous notice.
- At any meeting of the members, a quorum shall consist of twenty-five (25) PERCENT of the members.
- The President, or in his/her absence, the Treasurer, or in the absence of the President and Treasurer, a chairman elected by the members present, shall call the meeting of the members to order and shall act as the presiding officer thereof.
- At the annual meeting of the members, the members shall elect, by ballot, a Board of Directors as constituted by these By-laws.
- At any meeting of the members, each member shall have only one vote.
- A majority vote of the members present is necessary for the adoption of any resolution and for the election of a member to the Board of Directors.
- Roberts Rules of Order shall be in effect at all meetings.

Article IV – Directors

1. The powers, business and property, and the entire management of this Association shall be vested in, exercised, conducted and controlled by a Board of Directors of five (5) members, except as herein otherwise provided. It shall be the duty of the Board of Directors to act on all matters of policy, to determine and recommend for membership approval, the initiation fees, membership share, and dues; to act in a judicial capacity on all violations of Association rules and regulations, to protect the Association's interests and guard its welfare, to submit its findings and recommendations on special problems at the Association meetings for membership approval or disapproval. Any limitations upon the authority of the Board of Directors other than herein provided in these regulations shall be on at least a two-thirds (2/3) vote of approval of the active members present at a regular Association meeting.

2. Each Director shall be elected biannually at the regular meeting of the members from the Association.

3. In case of a vacancy in the Board, the remaining Directors shall fill such vacancy by appointment from the membership. If three or more vacancies occur at any one time they shall be filled by vote of the members at a meeting duly called.

4. Immediately after each annual meeting of the members, the newly elected Directors shall hold a meeting to organize and transact business.

5. Regular meetings of the Board of Directors shall be called at any time and place to be determined by the President.

6. Special meetings of the Board of Directors shall be called at any time on the order of the President or on the order of two (2) Directors.

7. Notice of special meeting of the Board of Directors stating the time and in general terms the purpose shall be personally given or mailed to each Director so as to arrive not later than the day before the day appointed for the meeting. If all Directors are present at any meeting, any business may be transacted without previous notice.

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8. Three (3) Directors shall constitute a quorum of the Board at all meetings and the affirmative vote of at least three (3) Directors shall be necessary to pass any resolution or authorize any act of the Association.

9. Each member of the Board of Directors shall serve without compensation or reward except as otherwise provided in these By-laws.

10. The Board of Directors shall cause to be kept a complete record of all its acts and proceedings of its meetings and to present a full statement at the regular meeting of the members, showing in detail the condition of affairs of the Association.

11. The out-going President shall be automatically nominated for Board of Directors.

Article V - Officers

1. The Executive Office of the Association shall have a President, a Secretary, and a Treasurer. They shall be elected by Club members by a majority vote at the first meeting after the regular annual meeting of the members and shall hold office for twelve (12) months or until their successors are elected and qualified. They must be active members, and all members of the executive office shall be considered Directors.

2. There shall be one (1) Operations Manager for the Association appointed by the Board.

3. The President, Secretary, Treasurer and Operations Manager shall receive reimbursement for expenses incurred.

Article VI - President

1. The President shall be the chief executive officer of the Association. He/she shall preside at all meetings of the Association and the Board of Directors. He/she may call any special meetings of the members or of the Directors and shall have, subject to the advice and control of the Directors, general charge of the business of the Association, shall execute with the Secretary, in the name of the Association, all contracts of membership, contracts and instruments which have been first approved by the Board of Directors.

2. The President shall be authorized to disperse Association funds for expenses incurred by the

Association, to reimburse members for expenses, or to return equity to members. The President is also authorized to endorse for deposit all checks received by the Association.

3. The President shall be responsible to the Board of Directors for the operation of the Association. He/she shall make and enforce decisions regarding the suitability of all equipment and the qualifications of all members for each type of flight operation. He/she shall recommend for approval to the Board of Directors all operational rules of the Association and shall report, with recommendations, violations of such rules by any member of the Association.

Article VII - Secretary

1. The Secretary shall keep the minutes of all proceedings of the members of the Board of Directors in books provided for that purpose. He/she shall attend to the giving and serving notices of all meetings of the members and the Board of Directors and otherwise.

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He shall keep a proper membership book showing the name of each member of the Association, the book of By-laws, The Association seal, if any, and such books and papers as the Board of Directors may direct. He/she shall execute, with the President, in the name of the Association, all certificates of memberships, contracts and instruments which have first been approved by the Board of Directors. He/she, or his/her designees approved by the Board of Directors, shall maintain an appointment book or electronic scheduling service for the operation of the aircraft.

2. The Secretary shall perform all duties incident to the office of the Secretary, subject to control of the Board of Directors.

Article VIII – Treasurer

1. The Treasurer shall execute, in the name of the Association, all expenditures authorized by the Board of Directors. He/she shall receive and deposit all funds of the Association in the bank selected by the Board of Directors. He shall also account for all receipts, disbursements, and balance on hand.

2. The Treasurer shall perform all duties incident to the office of Treasurer, subject to control of the Board of Directors.

3. The Treasurer shall perform such duties connected with the operation of the Association as he/she may undertake at the suggestion of the President.

Article IX – Operations Manager

1. The Operations Manager shall be responsible for following up on the grounding of the aircraft by any member.

2. The Operations Manager shall be responsible for negotiating and scheduling repairs at a reasonable rate for Association owned aircraft.

3. The Operations Manager shall approve all maintenance bills prior to payment.

Article X – Vacancies

1. If the office of the President, Treasurer, or Secretary becomes vacant for any reason, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

Article XI – Safety Officer

1. A Safety Officer shall be appointed by the Directors, and shall have the following functions and responsibilities:

- (a) The promotion of safe flying practices.
- (b) The promotion of improved flying skills.
- (c) The investigation of accidents or incidences involving Association aircraft.
- (d) To hold hearings in case of alleged violations, misconduct, or unsafe practices involving Association aircraft.

2. The Safety Officer will serve at the pleasure of the Directors.

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Article XII - Hearings

1. The Board of Directors, upon receipt of the findings of the Safety Officer, shall offer to all parties involved in an accident or incident, the opportunity of a hearing. After the hearing, or if such hearing is waived by all parties involved, the Board of Directors shall decide the financial responsibility of the involved parties.

2. The Board of Directors shall not impose financial responsibility on any one member in excess of the current share value or insurance deductible (whichever is greater) for any one accident or incident unless the damage results from a violation which is not covered by insurance carried on the aircraft. Then the party responsible for the damage shall be liable for the full amount.

3. All financial obligations imposed on any member as a result of the decisions of the Board of Directors shall be satisfied within thirty (30) days of written notice. Otherwise, in the case of a member, all unsatisfied monies may be deducted from the membership fee, the remainder of which shall be returned to the member with the cancellation of membership in the Association.

Article XIII Membership

1. New members must be recommended by a member in good standing. New members will be probationary members for a period of at least three (3) months and be accepted as a full member of the Association by unanimous vote of the Directors at a regular meeting. All new applicants are required to take a check flight with an Association instructor before flying Association aircraft.

2. A person duly elected to this Association as herein before stated shall be deemed a member upon payment of the current share value at that time and an initiation fee. Each active member shall be conclusively held to have a property interest in the Association in an amount designated as the current share value.

3. In addition, each active member shall pay monthly dues used to cover the member's share of hangar rent, insurance premiums, and other fixed expenses incurred by the Association.

4. A member may withdraw from the Association upon notification to the Secretary in writing, thirty (30) days in advance, and said member may make his/her withdraw final within the next ninety (90) days without further notification. As soon as practical the Association shall return to the member one-half (1/2) of his/her share value. The other half will be returned when a replacement member is added to the Association's rolls. However, the association retains the right to withhold any amount that the member may be in arrears on their account.

7. Any member who has failed to pay his/her account in full within thirty (30) days after said sum shall be due, shall be considered a delinquent member and may be suspended from flying the Association aircraft by a two-thirds (2/3) vote of the Directors voting at a regular or special meeting. When a delinquent member fails to pay any sum owed to the Association, or to make appropriate arrangements with the Board of Directors for the payment thereof within ninety (90) days of the due date, the member shall automatically be considered as indicating his/her intention to withdraw. In addition, a 1.5% per month late charge plus a \$5.00 billing fee will be charged on accounts not paid in full by the last day of the billing month.

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8. By a two-thirds (2/3) vote of the Directors voting at a regular or special meeting, a member may be suspended by written notice with immediate loss of all Association privileges.

The suspended member shall have a ten (10) day period in which to request the right to be heard either in person or by counsel. If no hearing is requested, the member shall be automatically expelled from the Association.

Article XIV – Surplus Funds

1. The net savings or surplus remaining after all operating costs and other expenses have been paid shall remain in the Association treasury for the purchase of new equipment, for contingencies, or for the purpose of reducing the hourly rate for flying as shall be determined by the Board of Directors. The net savings in any event shall not be distributed to the members for their individual use.

Article XV – Amendments

1. These By-laws may be repealed or amended, or new By-laws may be adopted at any meeting of the members called for that purpose or at any regular meeting of the members by a two-thirds (2/3) majority vote of such members.

Flight Operations and Rules

1. Flight Limitations:

(a) Members of the Association shall observe all existing federal aviation regulations, state,

local airport, and Association rules.

(b) The aircraft engine shall not be started without a competent operator at the controls.

(c) The aircraft shall be operated only from those landing areas which are officially recognized as a public or private airport. Operation from other landing areas will be permitted only by prior approval of the Board of Directors.

(d) Use of the Association aircraft for commercial purposes is prohibited. The aircraft shall not be used by non-members without written approval by a majority vote of the Board of Directors.

(e) Flight out of the continental USA (except to Canada) requires prior written Board of Director's approval.

(f) No animals are allowed to be carried in club aircraft.

2. Eligibility:

(a) The right to pilot an aircraft owned or operated by the Association shall be a privilege accorded only to active members, flight instructors giving instruction from the right seat to active members, and certain authorized personnel making required test flights. **Flight instruction can only be performed by a duly certified instructor who has been checked out by a designee of the Board.**

3. Reservations:

(a) The Board of Directors shall designate the means of reserving aircraft.

(b) All flying time will be scheduled in advance of the proposed flight.

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(c) Any member more than one-half hour late for their appointment shall forfeit the remainder of their period to any member desiring it. However, if the original appointment was for more than three (3) hours, the original scheduling member must extend their appointment time within one hour of the original appointment time if they are going to be late, or forfeit the remainder of their period to any member desiring it.

(d) No member shall reserve the aircraft for more than one entire weekend (two or three consecutive days) per calendar quarter nor shall they reserve the aircraft for more than one (1) entire week (up to nine (9) consecutive days) per year unless permission is granted by the president or next available officer.

(e) On trips of more than seven (7) days, a pre-payment must be made of fifty percent (50%) of the minimum charge.

(f) Duties and responsibilities of Reservation Service:

I. Duties.

A. It is the responsibility of each member to record their name, date and time for the flight and if the destination is cross country, for each reservation on the web-based scheduling application currently in use.

B. If a flight is canceled, it is the responsibility for each member to cancel the reservation on the web-based scheduling application currently in use.

C. If a member decides to ground an aircraft, the member shall do so using the web-based

scheduling application currently in use and notify the Operations Manager as soon as possible.

II. Responsibilities of the web-based scheduling application

A. To keep accurate and up to date records of aircraft schedules.

4. Responsibility:

(a) In all cases, whether local or cross-country, it is the responsibility of the member using the aircraft to conduct a pre-flight inspection prior to each flight in accordance with the Pilot's Operating Handbook (POH), to service the aircraft at the end of his/her flight, to fill out all items on the flight record book and to report any malfunctioning of the aircraft to the Operations Manager, irrespective of how minor it might be, and finally to properly secure the aircraft unless the next member to fly is on hand to personally take responsibility.

5. Operational Costs:

(a) Rates on existing aircraft may be found on the club's website "<https://pinellaspilots.org>".

(b) Cross-country Flights: On cross-country flights all fuel, oil, and routine services bills paid by the member, except airport tolls and hangar fees, will be deducted from his/her account after such receipts are presented to the Treasurer. The maximum reimbursement rate for fuel will be established each month by the Treasurer based on the current price of fuel paid by the Association at the home airport.

6. Violations:

(a) A violation of any of the rules by a member renders him liable to flight suspension.

(b) Expulsion from the Association may be recommended in extreme cases of violations. A two thirds (2/3) vote of the membership present at a regular meeting is necessary for expulsion.

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7. Aircraft Check-Out Requirements:

(a) No members or sponsored member may fly an Association aircraft unless they have been checked out by a PPA member flight instructor who must endorse their logbook and the aircraft accounting log.

(b) A checkout shall be required in each different model of aircraft, such as: Cessna 150 and Cessna 172. Pilots may not fly any high-performance aircraft until they have logged 150 hours of pilot experience, or 200 hours for complex aircraft because of the greater amount of skill required to fly high performance aircraft. Several hours of dual instruction may be required prior to checkout.

(c) In addition to check-out required in (a) above, flight check by a Flight Instructor may be required under the following circumstances:

I. In case of an aviation accident: Should any Association pilot be involved in an accident as pilot-in-command, whether the aircraft was an Association aircraft or not, the pilot may be subject to a flight check before he may again operate an Association aircraft solo. The flight instructor has the authority to restrict such a pilot to dual flight until satisfactory proficiency is demonstrated for solo.

II. The Board of Directors reserves the right to request a flight check at any time.

8. Authority To Restrict Use Of Association Aircraft:

The Board of Directors may ground Association members or sponsored members from flying in Association aircraft. The Board will consider such action in the case of any Association pilot's violations or non-compliance with the published Association rules, regulations, or By-laws, or other action by the pilot deemed to be contrary to the Association's best interest. This applies equally to sponsored members.

9. Authority To Ground Association Aircraft:

(a) The Operations Manager and Association Officers have the authority to ground Association aircraft at their own discretion for the benefit of the Association to ensure safe Operations. In addition, any member has the authority to ground Association aircraft upon the detection of a malfunction or failure which affects the safety of flight.

(b) The member grounding the aircraft is responsible for tagging the aircraft in an obvious manner, notifying the scheduling service, notifying the Operations Manager and notifying club members via email.

(c) A grounded aircraft may be returned to flying status by the Operations Manager or an Association Officer.

10. Safety Regulations:

(a) Members must obey all Government and PPA regulations.

(b) Members are required to take their flight review in the highest performance aircraft for which they are checked out.

(c) Crosswind component limitations published in aircraft Owner's Manuals must be strictly adhered to.

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11. Minimum Currency:

(a) No members or sponsored members may fly an Association aircraft unless they are current in that particular model of aircraft for the operation contemplated.

(b) Currency is established according to FAA regulations (14 CFR Part 61). The Board may require a member to show proof of currency.

(c) All members and sponsored members must attend at least one PPA-sponsored Safety Meeting in any twelve (12) month period. The Safety Director may approve of an alternate Safety Meeting upon receiving a written request with proof of attendance from an individual member.

12. Changes and Amendments:

(a) Changes in, or amendments to these regulations may be affected only by the unanimous vote of the Board of Directors or by a majority vote of active membership of the Association at a

regular Association meeting. Any changes or amendments to these Flying Regulations shall be e-mailed to each Active and Associate member of the Club. Suspended members will be issued such changes or amendments upon their return to Active Status.

13. Alcohol, Drugs and Smoking:

The use of any alcoholic beverage or illegal drug in or around the PPA flight line, hangar or aircraft will not be tolerated by the Board of Directors, nor will the presence of any person obviously under the influence of alcohol or illegal drugs. This includes members of PPA, family and friends. The restrictions on alcohol and drug use specified in 14 CFR Part 91, for pilots and passengers, and the prohibition on the carriage of narcotics, marijuana, and other drugs must be adhered to. There is NO SMOKING in the Association aircraft or hangar.

14. Conclusion

1) These operating rules and regulations are designed to aid in the systematic and equitable utilization of Club aircraft. They are also designed to help each member have many enjoyable and safe hours of flying.

2) These operating rules are formulated by the club's Board of Directors as provided in the By-laws and will remain in effect until revised rules are published.

3) MEMBERS ARE RESPONSIBLE TO BE FAMILIAR WITH CURRENT FEDERAL, STATE, LOCAL, AIRPORT AND CLUB FLYING REGULATIONS.

The 12 Golden Rules of Aviation

1. Rule one has to do with you, the pilot-in-command. When was the last time you flew with an instructor? Was it two years ago during your last flight review? Think about getting a good evaluation by a qualified instructor, not just any instructor, but one that is familiar with your airplane type. Practice some maneuvers you haven't looked at in a while, such as stalls, steep turns, and slow flight. Make a concentrated effort in practicing crosswind and short-field landings. Review emergency procedures and especially a simulated forced landing. Remember the rumors about our airplanes: they glide like bricks, right!
2. Rule number two has to do with our airplane. When was the last time it flew? We would want to do a real thorough preflight inspection looking for problem areas. If the temperature is right, wash the airplane. It forces you to look real closely over the entire airplane. You would be surprised what you could find missing or bent.
3. The third rule requires us to be vigilant. Always, whether taxiing or flying, do a double look checking for existing or potential hazards.
4. Rule four tells us never to operate an airplane with a known malfunction. If a malfunction occurs in flight, land as soon as practical and get it repaired. Remember the old axiom "it is better to wish I was up there flying than to be up there wishing I was on the ground".
5. The fifth rule states that we should get a thorough preflight weather briefing before we go fly. Establish your own weather minimums. Remember the regulations are written to a "minimum" level of safety. What may be legal VFR may not necessarily be safe for our level of experience or proficiency.
6. Rule six states "airspeed" is life. Never abruptly change the attitude of an airplane nor allow its airspeed to drop below at least 160 percent of the stall speed when maneuvering below 1000 feet above the ground. On final approach, we should maintain our airspeed at least 130 percent of stall until over the threshold and ready to touch down.
7. Rule seven has to do with navigation planning. Make sure you know the minimum safe altitude along your route of flight. Always try to plan a route so that you would have a chance of walking out of a forced landing area if you go down. Have current charts for the route you are flying. The earth might not change much but airspace and frequencies do.
8. Rule eight states; be sure the runway length is equal to airplane manufacturer's published takeoff or landing distance. A safety margin of plus 80 percent of the published distance should be used for hard surface, double the manual distance if sod, and triple the manual distance if wet grass.
9. Rule nine addresses takeoff and landing limits. Abort your takeoff if not solidly airborne in the first one-half of runway. Always, when safe, plan to touchdown 200 feet inside of runway threshold. Abort your landing if not solidly on the first one-third of the runway. Never quit flying until the engine is shut down and the chocks are in place.
10. Rule ten has to do with wind limits. Never attempt taxiing when crosswinds or gusts exceed 50 percent of stall speed unless outside assistance is used. It is suggested never to attempt takeoff or landing when 90 degree surface crosswinds exceed 20 percent of stall speed. This would equate to about 10 mph. We know that the demonstrated maximum crosswind component is a recommended limitation and that we have landed or taken off in more than 10 mph. The airplane is probably more capable than our own abilities and proficiency. The key word is "proficiency". Always plan ahead and be ready for the unexpected. Never taxi closer than 1000

feet from the "blast" end of a large or turbojet aircraft.

11. The eleventh rule has to do with our physical condition as pilots. Never attempt to fly if less than eight hours have elapsed since drinking alcoholic beverages. More important is that the residual effects are gone. Do not fly if you are extremely fatigued or emotionally upset.
12. Rule number twelve has to do with starting the engine. Never attempt to hand start an airplane unless a qualified person is at the controls. Even then, be very careful and completely brief all persons involved with the starting procedures.

These rules were developed from insurance company files on aircraft accidents. They are only guidelines. Good judgment and proficiency are our best insurance for a safe flight. These "rules" are adopted from an out-of-print FAA pamphlet FAA-P-8740-7, The Safe Pilot's 12 Golden Rules.