

## **Purdue Pilots, Incorporated**

Date Prepared: 2017.10.01

Amended: 2020.12.02

Effective 2021.01.01

### **PREAMBLE**

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

**A copy of the Bylaws of PPI will be on file at the airport of operation and will be available upon request at any meeting of PPI.**

**Each member is responsible for the safety of the aircraft and other equipment. No member should take unnecessary risks with equipment of Purdue Pilots, Inc., and no member should use up more than their reasonable share of flying time. Each member should behave and act as if they are an owner of the equipment. In an effort to keep the above in effect, and to protect the individual member, the following bylaws and operating rules and procedures have been adopted.**

### **ARTICLE I - Name**

The name of this club shall be Purdue Pilots, Incorporated (PPI).

### **ARTICLE II - Purpose of the Organization**

The purpose of this club shall be to provide a convenient means for private flying and flight instruction at economical rates, and to promote General Aviation by providing an educational and social benefit to the Purdue flying community.

### **ARTICLE III - Membership**

1. Membership shall be limited to students, staff members, and faculty members of Purdue University at the West Lafayette campus, and to their spouses, and alumni, as cases warrant. A student shall be defined as an individual registered for at least one university course for credit.
2. The Executive Board may grant honorary membership privileges to the instructors of Purdue Aviation, LLC as cases warrant.
3. There shall be no limit as to the number of members of the club.
4. There are two types of members: Full/Flying members and Non-Flying members.
5. In accordance with University policy, Non-student members may not vote at any election or for any club decision although they should have the opportunity to let their opinions be heard.
6. A member may withdraw from the club at any time without notification being necessary.
7. Non-flying members are free to attend membership meetings and events, when events are not specifically restricted to full-members. Non-flying members cannot rent the airplanes.

8. The club shall issue to each full member a Certificate of Membership of a form approved by the Executive Board, upon receipt of the membership dues.
9. A member may be expelled by a two-thirds vote of the members in good standing at any regular meeting of the members of the club. Ten (10) days notice shall be given to each member who shall have the right to be heard, either in person, or by a counsel at the club meeting called for this purpose.
10. It shall be each member's responsibility to know and obey the Operating Rules and Regulations. Violations in these rules shall result in punishment as covered in the operating procedures.

### **Membership Dues**

1. A person duly qualified as hereinbefore stated shall be deemed a full member upon payment of an initiation fee and dues for the first semester of full membership.
2. A person duly qualified as hereinbefore stated shall be deemed a non-flying member upon payment of the non-flying fee.
3. A non-flying member can partake in all club activities and events but will not be able to use club airplanes.
4. Each full member shall be assessed semester dues for every semester after the first semester of membership.
5. The Executive Board shall propose the amount set for the initiation fee and semester dues. ... for the succeeding semester at the last meeting of the preceding semester for approval by a majority of the members present at the meeting.
6. No member shall be granted fractional or discounted initiation fees or regular club dues.
7. The membership fee being once paid is not returnable to a member except in the case that the member is not able to obtain a medical certificate or TSA clearance.
8. Any member who has failed to pay any sum due the club shall have their flying privileges suspended.
9. Exceptions to these rules must be discussed and approved by the Executive Board.

### **ANTI-HAZING STATEMENT**

This organization complies with all State and Federal laws and Purdue University Hazing Policy (see University Regulations). Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

### **NON-DISCRIMINATION STATEMENT**

**Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.**

## **ARTICLE IV - Organization Officers and Election Procedure**

### **Section A. List of Officers by title**

The Executive Board shall be composed of the President, Vice President, Treasurer, Secretary, Maintenance Officer, Public Relations Officer, and Faculty Advisor.

### **Section B. Eligibility**

To become an officer, a member must be in good standing with the club, and announce their candidacy at or before the start of the annual business meeting. Presidential candidates must have been active in PPI for at least nine months prior to officer elections.

### **Section C. Length of Officer Term**

The term of office shall be one (1) year, beginning at the start of the Spring semester following the election.

### **Section D. Election Procedure**

Each Executive Board member shall be elected at the annual membership meeting. Officer elections will be managed by either the Secretary, or the Faculty Advisor. Members may run for multiple officer positions; however, they may only hold one officer position at a time. Immediately after each annual membership meeting, the newly elected Executive Board shall hold a meeting for organizational purposes and any other business. After the election of any officer, the immediate past officer may serve on the Executive Board for up to one semester in an advisory non-voting capacity.

### **Section E. Appointment Procedures**

The Executive Board reserves the right to name assistants to any Executive Board position, except that of the President. These assistants may act on behalf of the named Executive Board member in their absence, except in the line of succession.

### **Section F. Officer Removal**

In the event of the motion for the impeachment of an Executive Board member for any reason, the motion shall be automatically tabled until the next scheduled meeting. A majority vote of the members present at the next scheduled meeting shall be necessary to instigate impeachment proceedings. A two-thirds ( $\frac{2}{3}$ ) vote by secret ballot of the members present at said meeting shall be necessary for the removal of the impeached Executive Board member. The removed Executive Board member shall remain as a member of good standing in the club.

If an Executive Board member meets grounds for removal, they shall be given ten (10) days written notice, during which time they have the right to be heard at a meeting of the Executive Board called for consideration of removal. Removal shall result by quorum of the Executive Board.

### **Section G. Officer Vacancy**

In the case of a vacancy on the Executive Board, the remaining Board members shall fill such vacancy by appointment from the club 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.

## **Section H. Executive Board**

Each member on the Executive Board shall serve without compensation or reward. The Executive Board shall have the power and authority to enforce all rules and regulations pertaining to the lawful use and operation of club property.

Four (4) Executive Board members shall constitute a quorum of the Executive Board at all meetings, and the affirmative vote of at least four (4) Executive Board members shall be necessary to pass any resolution or authorize any act of the club.

Meetings or special meetings of the Executive Board will be called at any time on the order of the President or on the order of two (2) Executive Board members. If all Executive Board members shall be present at any meeting, any business may be transacted without previous notice. An Executive Board member may be excused from an Executive Board meeting only by the President and only for serious circumstances. If the President cannot attend a meeting, they shall make arrangements with the rest of the Executive Board. The Executive Board shall keep a complete record of all of its acts and proceedings of its meetings, and present a full statement (minutes) at the regular membership meetings, showing in detail the condition of the club.

The Executive Board shall submit to the membership of the club for approval, at any regular or special meeting of the members, all purchases or sales of fixed assets worth more than one-fourth of the total assets of the club or \$5,000, whichever is lesser. A majority vote of the members present (more than fifty percent) is necessary for approval.

## **ARTICLE V - Faculty Advisor**

The club shall have at least one Faculty Advisor, in accordance with the university requirements. The term of office for the Faculty Advisor shall be the same as that of the Executive Board. The Faculty Advisor shall provide advice and guidance to the President and Executive Board on issues regarding club operation. The Faculty Advisor shall act as a liaison with university administration on matters involving the standing and operation of the club. The Faculty Advisor shall provide oversight of the financial operation of the club. The Faculty Advisor shall serve as a mechanism for continuity in leadership and policies from year to year. Advisors may not vote or hold office in the organization.

## **ARTICLE VI - Officers and Duties**

### **Section A. President**

The President shall be the chief executive officer of the club and corporation, and shall have, subject to the advice and control of the Executive Board members, general charge of the business of the club. The President may call any special meeting of the club or the Executive Board and shall preside over and lead all meetings of the club and the Executive Board, and they shall be responsible for the notification of membership meetings and other functions of the club. The President shall be the representative of the club at all external events and engagements. The President shall affect fair and logical changes to club policy when necessary, and advance the club agenda(s).

### **Section B. Vice President**

The Vice President shall stand in for the President should they be unable to attend a club meeting. The Vice President shall be vested with the powers and shall perform the duties of the President in case of the absence or disability of the President. The Vice President shall assume the role of President should the current President resign or otherwise be unable to fulfill the responsibilities of the role. The Vice President shall be responsible for scheduling programs concerning “Dream Flights”, aircraft tours and orientation, socials, and flying safety and education at membership meetings. The Vice President shall perform such duties connected with the operation of the club as they may undertake at the suggestion of the President.

### **Section C. Treasurer**

The Treasurer, as an elected officer, (1) is responsible for managing the finances including approving activity budgets and submitting reimbursement paperwork; (2) keep accounts, deposit the organization’s funds, and make expenditures in a manner approved by the Business Office for Student Organizations; (3) maintain accurate financial records and create a budget. The Treasurer shall execute in the name of the club all checks for the expenditures authorized by the Executive Board. They shall receive and deposit all funds of the club with the Bursar of Purdue University. They shall also account for all receipts, disbursements, and balance on hand. The Treasurer shall be responsible for the collection of dues and initiation fees, issuing certificates of membership, and preparing student reimbursements for the Business Office for Student Organizations (BOSO). The Treasurer shall be responsible for processing any other miscellaneous club expenses throughout the year and keeping club financial and membership spreadsheets up to date. The Treasurer shall work with the Business Office for Student Organizations (BOSO) and shall comply with their directives. The Treasurer shall be responsible for receiving monthly flight fees and statements from Purdue Aviation, LLC, and Lafayette Avionics. The Treasurer shall be responsible for setting up aircraft and liability insurance. The Treasurer shall be responsible for preparing Federal and State forms. The Treasurer shall deliver a report on the club’s current financial status at every meeting. The Treasurer shall be responsible for applying for grants and awards, under the direction of the President. The Treasurer shall perform all duties incident to the Office of Treasurer, subject to the control of the Executive Board. The Treasurer shall also perform such duties connected with the operation of the club as they may undertake at the suggestion of the President.

### **Section D. Secretary**

The Secretary shall take attendance at each PPI meeting, and organize and maintain a record of club attendance. The Secretary shall be the primary officer in charge of the membership. The Secretary shall manage the club’s email lists and maintain the club roster with the Treasurer. The Secretary shall be the first point of contact for any member inquiries. The Secretary shall take notes at all meetings, and maintain and distribute meeting minutes and any official records, such as committee applications to all members. In the absence or disability of the Treasurer and under the supervision of the President, the Secretary shall execute in the name of the club checks for expenditures authorized by the Executive Board. The Secretary, together with the Treasurer, shall produce an up-to-date list of grounded members at every meeting, and post it at the airport of operation. The Secretary shall also perform such duties connected with the operation of the club as they may undertake at the suggestion of the President.

### **Section E. Maintenance Officer**

The Maintenance Officer shall keep track of any maintenance performed on PPI aircraft. The Maintenance Officer shall help organize and expedite major maintenance and repairs on PPI aircraft. The Maintenance Officer shall inform the membership of maintenance, deliver a report on the aircraft's current status, and record any new aircraft squawks at every meeting. The Maintenance Officer is responsible for information concerning current status of club aircraft, including airframe time, engine time, oil change time, Hobbs meter reading, 100 hour inspections, annual inspections, static checks, transponder checks, ELT battery date, AD notes, serial numbers, and date of manufacture. They will make this information available to the Executive Board and club members upon their request at any meeting. The Maintenance Officer will report to the club membership the following at each regularly scheduled meeting: The registration number and tach time to go of any aircraft within 20 hours of a 100 hr inspection, and their estimate of when the aircraft will be out of service and any required tests or inspections which will be due before the next regularly scheduled meeting. Any damage to club aircraft, major or minor, and the estimated or actual cost of repair to the club or the pilot. This includes items damaged or found prematurely worn due to poor pilot operating procedures. Any equipment that has been reported to be malfunctioning. Any other item determined to be of interest to the club. The maintenance officer will arrange for specialized maintenance to be performed which cannot be done at the base airport, and may sign authorization work order forms for such maintenance after consultation with the President. The Maintenance Officer may arrange and approve maintenance flights for PPI aircraft. The Maintenance Officer will be responsible for aircraft discrepancy report forms, and will forward such to the maintenance supervisor of the base airport, or to those agencies who will be responsible for the repairs. The Maintenance Officer will, in conjunction with the maintenance supervisor of the base airport, authorize all routine maintenance at the base airport, including all tests and inspections required by the FARs. They shall ensure that all maintenance is entered in the aircraft records and that it is properly endorsed by an authorized individual or agency prior to return to service. The Maintenance Officer shall review all aircraft maintenance bills before they are acted upon by the Treasurer. The Maintenance Officer will survey and report immediately to the President any damage, airworthiness directive, or maintenance finding which results in the grounding of an aircraft. The Maintenance Officer will serve as an advisor to all safety boards whenever damage to an aircraft is involved. The Maintenance Officer will be responsible for coordinating the washing and waxing of aircraft. The Maintenance Officer shall perform such duties connected with the operation of the club as they may undertake at the suggestion of the President.

### **Section F. Public Relations Officer**

The Public Relations Officer shall be responsible for the club's publicity. The Public Relations Officer shall advertise and organize call-outs at the beginning of the Fall and Spring semesters. The Public Relations Officer shall be responsible for creating and distributing any advertisement materials, including flyers and posters, and for updating and maintaining the club's website and social media pages. The Public Relations Officer shall respond to all non-member inquiries. The Public Relations Officer shall perform such duties connected with the operation of the club as they may undertake at the suggestion of the President.

**Section J. Committees**

The President or a majority of the Executive Board members may elect to and may form committees for the purpose of furthering the operations of the club. The committees shall make recommendations to the Executive Board and shall have no governing power.

## **ARTICLE VII - Meetings**

1. All membership meetings, except as herein provided, shall be held at a time and place to be determined by the President.
2. Notice of all regularly scheduled meetings of the members and of the Executive Board shall be given by written notice to each member.
3. The President, or in their absence, the Vice President, shall act as the presiding officer thereof. In their absence, the following members of the Executive Board shall act as the presiding officer: Treasurer, Secretary, Public Relations Officer, Alumni Relations Officer, Maintenance Officer, and Faculty Advisor. If fewer than three (3) members of the Executive Board are able to attend, the meeting of members will be canceled.
4. Regular meetings of the members shall be called by the President approximately twice a month.
5. 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 Executive Board, or by written petition of at least five (5) members. Such meetings will be called within thirty (30) days after demand.
6. Attendance of each member will be expected at all meetings of the members except as herein provided. A member may be excused from a meeting by a member of the Executive Board, and/or for serious circumstances. If a member misses two consecutive regularly scheduled business meetings without prior approval by the President, they will be grounded until they attend a business meeting. If a member misses a *mandatory* meeting without having been excused, they will be grounded until the next membership meeting that they attend. Office hours may make up for a missed business meeting under extenuating circumstances, as determined by the Executive Board.
7. At any membership meeting, a quorum shall consist of  $\frac{1}{3}$  of the members in good standing, and each member shall have only one (1) vote.
8. In a case where a disputed point cannot be settled by the club at two (2) consecutive meetings, it shall be taken to the Executive Board.

### **Annual Meeting**

The annual meeting of the club shall be held at the end of the Fall semester at such time as the Executive Board shall determine, and shall take the place of the regular meeting normally scheduled for that month. At the annual membership meeting, each member shall elect by ballot officers as stated in the Bylaws. The Executive Board shall present during the annual membership meeting a program of the club's financial position, consisting of at least

- a. An income statement and balance sheet for operations of the past year.
- b. A detailed breakdown of operating costs.
- c. A projection of operation results expected during the coming year (pro forma income statement).
- d. A projection of equipment replacement scheduling for the next four years, including in (c) a provision for sufficient funds generation to provide for equipment replacement.



**ARTICLE VIII - Constitutional Amendments**

A majority vote of the members present at a members meeting (more than fifty percent) is necessary for the adoption of a resolution.

**All amendments to the constitution and bylaws are subject to the approval of the Student Activities and Organizations Office. They may not take effect until they have been approved.**

**ARTICLE IX - Dissolution**

The vote of every active member is required to dissolve the group. If there is no qualified member for one (1) year, the advisor could propose the dissolution. The unspent funds, if any, will be saved in the club accounts until a new member restarts the organization.

Date of Adoption

Date of Recognition

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Student Activities and Organizations Office

\_\_\_\_\_  
Advisor's signature

## **Purdue Pilots, Incorporated**

Date Prepared: 2017.10.01

Amended: 2020.12.02

Amended: 2023.04.18

Effective: 2023.04.19

### **BYLAWS**

#### **Amendments**

Sections of these Bylaws may be repealed or amended, or additional sections added, in the following manner: A motion for the repealment, amendment, or addition, shall be made at any regular meeting of the club. This motion shall then be automatically tabled until the next regularly scheduled meeting of the club. Members shall be informed in writing of impending amendments. At the next regularly scheduled meeting of the club, the motion shall be presented to the membership. The motion may be approved by a two-thirds ( $\frac{2}{3}$ ) vote of the membership present at a regular meeting.

#### **Operating Rules**

The club shall have a set of general operating rules covering all aircraft, and a set of specific operating rules for each aircraft. A copy of these rules shall be maintained on the club's website and BoilerLink. These rules shall be promulgated by the Executive Board of the club.

#### **Safety Review**

A Safety Committee shall be designated by the President on report of any unsafe act involving equipment belonging to the club. The Safety Committee shall consist of five (5) members who were not involved in the act. The President, two (2) Executive Board members, and two (2) club members who are not Executive Board members shall serve on the Safety Committee. If the President is unavailable or ineligible, they shall be replaced by a member of the Executive Board. The Faculty Advisor may also serve on the Safety Committee. The Safety Committee shall take all steps necessary to ascertain the facts, conditions, and circumstances of the incident, shall arrive at conclusions regarding the probable cause, shall run their decision by the Faculty Advisor, and shall make known to the Executive Board and to all parties involved its findings in the form of a written report. The person responsible for the act may bring counsel and witnesses to support their case.

The Executive Board, upon receipt of the findings of the Safety Committee, shall offer to all parties involved the opportunity of a hearing. After the hearing, or if such hearing is waived by all parties, the Executive Board shall decide the financial responsibility.

The findings of the Safety Committee and the decision of the Executive Board shall be reported to the membership at a regular club meeting for their information and comments. The Executive Board shall then review, and may amend its decision on financial responsibility. This decision shall then be delivered in writing to all parties involved.

All financial obligations imposed on a member as a result of the decisions of the Executive Board shall be satisfied within thirty (30) days of written notice. The Executive Board shall not impose financial responsibility on any member in excess of the portion not covered by insurance.

## **Surplus**

The savings margin is defined to be the additional revenue collected per flight hour, in the rental rate, by the club to build a relief fund for unexpected expenses. The net savings or surplus of the club remaining after all operation costs and other expenses have been paid shall remain in the club's treasury for the purchase of new equipment.

## **Flight Operating Rules**

### **Flight Rules**

1. Members shall observe all existing Federal Aviation Regulations (FARs), state laws, local airport rules, Purdue Aviation, LLC policies, and PPI Bylaws.
2. Smoking of any kind in PPI aircraft is prohibited.
3. PPI aircraft shall not be loaned or rented to non-members.
4. Use of PPI aircraft for commercial purposes, other than instruction given to a member by an instructor approved by Purdue Aviation, LLC, is prohibited.
5. Aircraft shall not be flown by persons other than current PPI members.
6. Advertising of any kind to share expenses is discouraged.
7. Aircraft checkout and currency requirements are as imposed by Purdue Aviation, LLC. A check-out shall be required in any club aircraft for any member who has not flown that make and model of aircraft and made three takeoffs and landings in the previous ninety days or as determined by Purdue Aviation, LLC.
8. Always sign the dispatch sheet before you fly.
9. Any member who is more than fifteen minutes late for their scheduled flight time shall forfeit the remainder of their period to any member desiring the aircraft.
10. Any member who fails to show for a scheduled flight without having canceled in advance can be fined an amount considered to be appropriate by the PPI Executive Board.
11. Prospective student pilot members may schedule a one-half hour demonstration ride at a rate to be established by the PPI Executive Board.
12. A pilot shall occupy the left seat unless they have received a check out in the right seat by an approved instructor.
13. A safety pilot must be a PPI member or Purdue Aviation, LLC authorized instructor.
14. If a pilot is called before a safety committee, they may only fly with a Purdue Aviation, LLC authorized instructor pending the findings of the safety committee.
15. Members should have a current membership identification available to present to the front desk staff at Purdue Aviation, LLC, prior to flight.
16. Overwater flights beyond gliding distance from land must be approved in advance by the Executive Board on an individual basis, after ascertaining that sufficient emergency equipment and insurance coverage has been provided.
17. The only maneuvers permitted are those required in a flight test for any airman's certificate.
18. It is the member's responsibility to report any and all damages to club aircraft to the Maintenance Officer and to file a discrepancy report with Purdue Aviation, LLC.

### **Cross Country Flight Rules**

1. It is recommended that a flight plan be filed with the FAA if a flight is to be over 100 nautical miles.
2. No private strips/airports should be used without the consent of the Executive Board and without ensuring that the appropriate insurance coverage is in place.
3. All fuel, oil, and routine service bills paid by a member will be reimbursed upon presentation of receipts to the Treasurer. Fuel will be reimbursed at a rate not exceeding that set by the treasurer. Members must present a "Request for Check" form and an original receipt to the Treasurer to receive reimbursement.
4. Hangar expenses, ramp fees, handling fees, security fees, or parking fees, while away from Lafayette are the responsibility of the member renting the aircraft. Aircraft shall always be hangared if possible.
5. All flights of over 24 hours, or overnight, require prior Executive Board approval 72 hours in advance. Since the Executive Board has, by law, the responsibility for the total club operation, it reserves the right to refuse any cross country request.
6. A member shall guarantee PPI two (2) hours of flight time for each consecutive twenty-four (24) hours of aircraft use. In the case the aircraft is flown for less than the required time, the member will be charged for two (2) hours of the club's savings margin for each consecutive twenty-four (24) hours the aircraft is reserved. This amount is considered an overnight fee for aircraft under-flown in a given extended reservation period.
7. If a pilot is grounded by weather or maintenance at a distant location, they will not be expected to meet the minimum flight-time per day requirement. If the aircraft is left at that location, it is expected that the pilot who scheduled the aircraft will pay the necessary expense to return the aircraft to KLAF. When grounded, call Purdue Aviation, LLC, or the President.
8. When other than routine maintenance is encountered on a cross country flight, advice should be obtained from Purdue Aviation, LLC or the Executive Board before any repairs shall be authorized.
9. The Executive Board reserves the right to hold a prior hearing and to make a recommendation to the club membership on all cross country flight requests. As a guideline, the Executive Board will routinely wish to evaluate the following.
  - a. Flights by members who have been active for less than one (1) month and/or have less than ten (10) hours in PPI aircraft.
  - b. Flights of over 300 nautical miles from Lafayette when the member has less than 100 hours total time or less than 30 hours cross country time.
  - c. Flights over 500 nautical miles from Lafayette.
  - d. Flights involving over 72 consecutive hours use of a PPI aircraft.

### **Night Requirements**

1. Night shall be considered as the hours between sunset and sunrise.
2. A member shall have at least 5 hours of night flight or a night checkout by an authorized Purdue Aviation, LLC instructor to fly solo at night.
3. It is recommended that a flight plan be filed before flying at night.

**Violations**

1. Any violations of the above rules and regulations of Purdue Pilots, Inc., shall be subject to review by the PPI Safety Committee.
2. Any unsafe operation, or a violation of any of the rules by a member, renders them liable either to temporary flight suspension, monetary fine, or both, pending a decision by the Executive Board.
3. Expulsion from the club will be recommended by the Executive Board in the case of extreme violation (Constitution Article III Paragraph 7).