# Fort Worth Flying Club, Inc. (FWFC)

Rules and Operating Procedures v11 (Effective: 1/7/2026)

## Part 1: MEMBERSHIP

1.1 The Fort Worth Flying Club (FWFC) is a 501c3 non-profit organization that operates as a non-equity flying club and is served by a governing board (hereafter referred to as "the Board"). The Board has all authority and responsibility to authorize or deny any and all expenditures by the club. These Rules and Operating Procedures may be amended or modified as needed by the Board. The Board has all authority and responsibility to sign and execute all lease-back agreements with aircraft owners, as well as all hangar lease agreements with any tenants.

1.2 The day-to-day operations of the FWFC shall be delegated to the Club Officers comprised of non-salaried volunteers from the FWFC membership that shall be appointed on an annual basis by the Board.

1.3 Prospective members should download the "New Membership Checklist" from the website and follow it closely.

1.4 The club offers two membership options: Flying Member and Sim-Only Member.

1.5 All new members are required to pay a non-refundable initiation fee. Members of either option are required to pay monthly dues. Flying Members pay an additional monthly insurance assessment to maintain membership status and access to the club and its resources. Additional assessments may be required if additional aircraft are added to the fleet or if insurance coverage for any current aircraft is increased. Sim-Only Members do not pay the insurance assessment, but are only permitted access to the simulator, whereas Flying Members have access to all club resources.

1.6 Members initially pay only the initiation fee for the month membership is activated. On the 1st day of the following month members are charged the normal monthly dues amount for the specified membership option held. Flying Members are charged the monthly insurance assessment on the 1st of each month as well. Neither the Initiation fee or monthly dues of either membership option are prorated. Refer to the website at www.fortworthflyingclub.org for current costs (initiation fee, monthly dues, insurance assessment fee, renters' insurance requirements, etc.).

1.7 All members are required to keep a valid credit/debit card or ACH on file in Flight Circle and set up AutoPay to always maintain a zero balance. A member will not be able to make a reservation if they have a positive balance. Aircraft dry rate shall be paid immediately following the flight during the check-in process. A member must pay the monthly dues or terminate their membership. A member who terminates their membership is welcome to re-apply for membership but must pay a new initiation fee, upon approval for membership. Any previous member who is re-applying will have to start at the bottom of the waiting list based on the date of their new application for membership.

1.8 A Sim-Only Member may request to upgrade to Flying Member but must pay an upgrade fee equal to the difference of initiation fees of a Sim-Only and Flying Member. The member will be required to provide proof of and meet all other requirements for that of Flying Member. Only members that originally joined as Sim-Only are eligible to upgrade to a Flying Member without paying the full initiation fee. Members who downgrade from a Flying Member to Sim-Only Member, and later wish to upgrade back to a Flying Member will be charged the full initiation fee. Flying members who wish to downgrade to a sim-only membership may do so without paying the sim-only initiation fee. Sim-only members who wish to upgrade will enter the waiting list based on the date of their application for Flying Member status.

1.9 Flight in FWFC aircraft without a FWFC member on board is prohibited. Only active Flying Members in good standing may log flight time or give flight instruction in club aircraft. Members may fly with a non-club member pilot on a one-time discovery flight. The individuals name must be entered into the public notes section of the reservation in Flight Circle. The non-club member pilot may log this time; however, it is strictly prohibited to conduct a discovery flight as a club checkout, flight review, IPC, or any other flight that would violate the intent of the discovery flight. Discovery flights are to be conducted for prospective new members of the club only. Violation of this policy is grounds for membership termination. To use or give instruction on the club sim, individuals must be a sim-only or flying member.

1.10 FWFC reserves a very special “Emeritus” membership status to prominent individuals either in the club’s history or the aviation community at-large.

1.11 A member may withdraw from the FWFC upon notification to the Club Vice President via email at fwfcvicepresident@gmail.com.

1.12 A member may be fined or expelled by a majority vote of the Club Officers or by a majority vote of the Board. Members may appeal to the Board for reconsideration. The decision of the Board shall be final.

1.13 Active members agree to assist with supervised maintenance duties, aircraft, and hangar cleaning, as well as additional duties as assigned by the Club Officers.

## Part 2: CLUB MEETINGS

2.1 Club meetings are critical to safety, operations, and logistical understanding.

2.2 FWFC meetings will be conducted at a date, time and location directed by the Club President.

2.3 Attendance at all FWFC meetings is expected and encouraged. Do not plan on flying during club meetings.

2.4 The December club meeting shall be the Annual Meeting for the purpose of the announcement of the appointment of next year’s Officers by the Board.

2.5 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 Club Officers.

## Part 3: CLUB OPERATIONS

3.1 Only active, current Flying Members who have completed the appropriate application process and have been approved by the Club Officers for admission may fly FWFC aircraft.

3.2 With exception to (1.9) above, only current Flying Members in good standing may log flight time in FWFC aircraft. Violation of this policy is grounds for immediate membership termination without refund.

3.3 All persons aboard an FWFC aircraft must be named in the notes section of the reservation on Flight Circle, as well as on the paper log within each aircraft. Violation of this policy is grounds for immediate membership termination without refund.

3.4 Aircraft checkouts will be in accordance with the FWFC Insurance requirements and club rules and conducted by a club-approved flight instructor. Members shall adhere to the FWFC Ground Ops procedures posted in the aircraft logbook and in Flight Circle.

3.5 At the time of checkout the applicant must have been approved through the application process, paid all required dues, and furnished copies of all applicable documents.

3.6 Members must meet all FAR 61 requirements to perform PIC duties in the club aircraft.

3.7 Flight hours are paid for on an “as flown” basis using “dry” rates as established in Flight Circle.

3.8 All dry rate for aircraft flown, initiation fees, monthly dues, and any other expenses charged to the member shall be paid via a debit/credit card or ACH in Flight Circle. Payments made using a debit/credit card will automatically add a 3.5% surcharge. ACH payments will incur no surcharge. Any other form of payment (cash, check, Zelle, PayPal, etc.) will incur a 5% processing fee.

3.9 All members of the FWFC shall comply with all Federal Aviation Regulations, State, Airport, and FWFC Rules and Operating Procedures while operating FWFC Aircraft. All members shall also follow the FWFC Ground Ops procedures posted in the aircraft logbook.

3.10 Club Members must perform a thorough pre-flight inspection of the aircraft, including a visual inspection of the fuel quantity, prior to commencing flight. Any damage or discrepancies discovered by a scheduled Club Member will be assumed to be the responsibility of the previously scheduled Club Member unless the damage or discrepancy was reported to a Club Officer previously. If a condition is discovered which may affect the airworthiness of the aircraft, a Club Officer must be notified, and the aircraft shall not be flown until cleared by a licensed aircraft mechanic or the Club Maintenance Officer.

3.11 Smoking is prohibited in FWFC aircraft.

3.12 Flight following is suggested for all cross-country flights.

3.13 It is the responsibility of the PIC to check the flight record log in the aircraft and the squawk/discrepancy list in Flight Circle before it is flown. The pilot will report any new maintenance issues both in the flight record log in the aircraft and by entering a squawk in Flight Circle.

3.14 All flights will be entered into both, the flight record log located in the aircraft and Flight Circle.

3.15 Aircraft are scheduled on a first-come, first-served basis using the web-based scheduler. Aircraft may be unexpectedly downed for maintenance or other reasons and the FWFC regrets that it cannot guarantee any plane reservations.

3.16 Aircraft refueling after each flight will be the responsibility of the scheduled Club Member and will follow the guidelines specific to the aircraft flown as posted in Flight Circle.

3.17 Each pilot will secure the aircraft in a clean manner with trash and charts, etc., removed; leave the aircraft with seat belts fastened. The aircraft should be wiped down after each flight in accordance with the Ground Ops procedures. The windshield and leading edges (wings, struts, gear legs, horizontal stabilizer, cowling etc.) should be cleaned after each flight using the provided cleaners, water or other products that are not harmful to the surface. Ammonia based window cleaners may never be used on acrylic surfaces.

3.18 Members should use the aircraft tow bar for ground handling and use ladders and steps (when available) instead of stepping on the wing struts when checking fuel levels. Members may use the tug to position the aircraft inside the hangar. Once all the wheels are inside the hangar all movement must be done by hand.

3.19 If a member cannot return an aircraft as scheduled, the member should directly contact the next scheduled member and try to coordinate around a given conflict before causing inconvenience to the next scheduled Club Member. If unable to contact the next scheduled Club Member, the current Club Member must contact a FWFC Club Officer and coordinate an appropriate plan of action.

3.20 If the member chooses to abandon the aircraft away from the aircraft base all expenses incurred by the FWFC in returning the plane may be borne by the Club Member at the discretion of the Board.

3.21 Only a licensed aircraft mechanic may perform maintenance on FWFC aircraft under the guidance of the aircraft owner.

3.22 Members will be held responsible for negligent acts that cause unnecessary expenses/damages. (E.g. Master Switch left on, not refueling an aircraft, pushing an aircraft into another aircraft or obstacle while parking, etc.)

3.23 Lock the aircraft door(s) if able when away from base.

3.24 Familiarity with hangar door operations and the importance of key combination lock must be understood and practiced by each member.

3.25 Open the hangar doors wide enough to ensure safe movement of the aircraft into and out of the hangar. Make full use of available personnel to help walk the wings of the aircraft to ensure clearance when towing the aircraft through the open hangar doors and to avoid conflicts with other aircraft or equipment in or around the hangar.

3.26 24-hour rule: For overnight flights, there will be a minimum charge of 3 hours for every 24-hour period that the aircraft is checked out. For example, if the aircraft is dispatched at noon on Saturday and checked in at 1pm on Sunday, that would be a total of 25 hours and therefore would span two 24-hour periods requiring a minimum charge of 6 hours. The 24-hour rule will be based on dispatch time to check-in time in Flight Circle. If the aircraft is not dispatched before engine start, then the start time of the reservation will be used.

## Part 4: VIOLATIONS

4.1 Rules and regulations and standard operating practices are the basis of any successful flying club.

4.2 These rules and regulations will be revised and reissued by the Board as required.

4.3 Members are responsible for being familiar with, and abiding by, the latest policies as promulgated by the Club Officers as well as pertinent information presented during safety/membership meetings. In particular, these rules, regulations and meetings familiarize members with the way in which club matters are to be handled and serve as a reference upon which to base action.

4.4 Failure by a member to adhere to the Rules and Operating Procedures, or FWFC Ground Ops procedures may result in a FWFC policy violation fine, or membership termination without refund.

4.5 Violation of Federal Aviation Regulations (FARs), State, Airport, and/or FWFC rules by a member may result in expulsion or suspension from the club as specified in the FWFC Rules and Operating Procedures.

4.6 All reasonable courses will be pursued in regard to a problem between the Board, Club Officer(s) and members. However, by joining the FWFC members acknowledge the right of the FWFC officers or the Board to terminate a membership without refund through the methods listed in the FWFC Rules and Operating Procedures.

## Part 5: CLUB OFFICERS

5.1 The officers for the club shall be President, Vice-President, Treasurer, Safety Officer, Secretary, Maintenance Officer, and Social Media Officer. The collective group of officers shall be referred to as the "Club Officers." Officers shall serve for a term of twelve (12) months or until their qualified successors are appointed.

5.2 Each officer shall be appointed annually by the Board at the annual December meeting of the members.

5.3 Regular meetings of the Club Officers shall be called at a time and place to be determined by the President.

5.4 Special meetings of the Club Officers shall be called at any time on the order of the President or on the order of a majority of the Officers.

5.5 Officer meetings may be held by telephone or other electronic means as agreed to by all Officers.

5.6 The Club Officers shall present reports detailing the condition of the affairs of the FWFC at the monthly club meetings.

5.7 The Club Officers may assign to any volunteer member any duty or office which the Club Officers deem appropriate and necessary to the conduct of the FWFC and which is not otherwise expressly provided for in these rules and operating procedures.

5.8 Officers who choose to serve more than one year shall have their monthly dues and the insurance assessment waived beginning their 13th month of service.

5.9 The Club Officers shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of FWFC property and to do and perform or cause to be done and performed any and every act which the FWFC may lawfully do and perform.

5.10 Each Officer shall be indemnified by the FWFC for any and every act which the FWFC may lawfully do and perform.

5.11 PRESIDENT

a. The President shall preside at all meetings of the FWFC. The President may call any special meeting of the members or the Club Officers and shall have, subject to the advice and control of the Board, general charge of the day to day operations of the FWFC.
b. The President shall be responsible to the Board and the members for the operation of the FWFC. The President shall report with recommendations all violations of these rules by any member of the FWFC to the Board.

c. The President shall undertake the task of insuring the club aircraft.

5.12 VICE-PRESIDENT

a. The Vice-President shall be vested with all the powers and shall perform the duties of the President in case of the absence or disability of the President.
b. The Vice-President shall also perform such duties connected with the operation of the FWFC as he/she may undertake at the suggestion of the President.
c. The Vice-President shall manage the new member application process and initial setup of new member accounts.
d. The Vice-President shall perform all duties incident to the Office of the Secretary, subject to the control of the Board.

5.13 SECRETARY

a. The Secretary shall keep the minutes of all proceedings of the members and of the Club Officers. The Secretary shall attend to the giving and serving of notices of all meetings of the members and of the Club Officers.
b. The Secretary shall perform all duties incident to the Office of the Secretary, subject to the control of the Board.
c. The Secretary shall also perform such duties connected with the operation of the FWFC as the Secretary may undertake at the suggestion of the President.

5.14 TREASURER

a. The Treasurer, or, if unable, the President (or other Club Officer member designated by the Board) shall sign, in the name of the FWFC, all checks for the expenditures authorized by the Board.
b. The Treasurer shall perform all duties incident to the Office of the Treasurer, subject to the control of the Board.
d. The Treasurer shall also perform such duties connected with the operation of the FWFC as he/she may undertake at the suggestion of the President.
e. The Treasurer is authorized to expend FWFC funds in payment for all normal fixed costs of the FWFC.

5.15 MAINTENANCE OFFICER

a. The Maintenance Officer shall be responsible for ensuring current information is maintained in the logbooks of the club aircraft by the owners.
b. The Maintenance Officer shall ensure that the owners are fulfilling their responsibilities for maintaining the aircraft in proper operating condition, by or under the supervision of a properly certificated aircraft and power plant mechanic, and for obtaining all inspections, major overhauls and for compliance with all Airworthiness Directives for the aircraft.
c. The Maintenance Officer shall ensure that the owners are fulfilling their responsibilities for all papers required to be carried in the aircraft and for the execution of all papers required upon the completion of inspections and major repairs.
d. The Maintenance Officer will ensure that the owners manage the aircraft status in the booking platform while repairs or scheduled maintenance would make them unavailable.
e. The Maintenance Officer shall ensure that the owners manage airplane maintenance discrepancies (squawks) in the booking platform in a timely manner.
f. The Maintenance Officer will coordinate all maintenance actions with owners.
g. The Maintenance Officer will ensure all on board aircraft documentation is current and accurate regarding airworthiness and registration certificates, pilot operating handbook or flight manual, and weight and balance.
h. The Maintenance Officer shall maintain current and accurate documentation of all required inspections such as; annual, VOR check, 100 hour, pitot-static system, transponder, and ELT inspections. Proof of these inspections will be made available to FWFC members

through the booking platform.

i. The Maintenance Officer shall perform all duties subject to the control of the Board.

5.16 SAFETY OFFICER

a. If damage is incurred to an aircraft or to FWFC equipment, the pilot responsible shall provide a written statement to the Club Officers. The Safety Officer will coordinate with the President to then decide whether or not to convene a Safety Board.
b. If convened, a Safety Board shall consist of such members of the FWFC as designated by the Officers with the exception of any Officer(s) who may have been involved with the accident/incident.
c. The Safety Board shall take all steps necessary to ascertain the facts, conditions and circumstances of the accident; shall arrive at conclusions regarding the probable cause and the responsibility for said accident; and shall make known to the Club Officers, and to all parties involved in the accident, its findings in the form of a written report.
d. The Safety Officer has the authority to ground the aircraft or any Club Member for flight or ground safety issues providing the Club Officers are immediately notified.
e. The Safety Officer will provide safety topics of pertinence to regular and called meetings.
f. The Safety Officer may analyze safety trends within the FWFC and/or other similar clubs and keep members abreast of any issues which may be detrimental to flight and ground safety.
g. The Safety Officer shall be responsible for updating and maintaining member records as it pertains to Flight Reviews or valid substitute thereof, aircraft checkouts, student endorsements, FAA medicals, and renters insurance policies.
h. The Safety Officer shall perform all duties subject to the control of the Board.

5.17 SOCIAL MEDIA OFFICER

a. The Social Media Officer shall be responsible for maintaining the club website.
b. The Social Media Officer shall be the point of contact for members to share pictures and other FWFC club-related media.
c. The Social Media Officer will make frequent posts to club owned social media platforms.
d. The Social Media Officer shall help with the coordination and organization of social events hosted by the club.
e. The Social Media Officer shall also perform such duties connected with the operation of the FWFC as he/she may undertake at the suggestion of the President.
f. The Social Media Officer shall perform all duties subject to the control of the Board.

5.18 VACANCIES / REMOVAL FROM OFFICE

a. If any Office, other than that of President, becomes vacant for any reason, the President shall appoint an interim successor until such time as the Board shall appoint a successor from the membership who shall hold office for the unexpired term. If the Office of President becomes vacant, the Vice-President shall become President, and the Board shall appoint a new Vice-President from the membership.
b. An Officer may be removed from office by the Board.

5.19 HEARINGS

a. The Club Officers, upon receipt of the findings of the Safety Board, shall offer to all parties involved in the accident or incident the opportunity of a hearing with the Club Officers. The member responsible accepts financial responsibility for all damage to FWFC aircraft due to fault or negligence, while operating or attempting to operate, up to the amount of the FWFC insurance deductible. The exceptions are in cases of routine mechanical problems/failures.

However, after the hearing, or if such hearing is waived by all parties involved in the accident, the Club Officers have the authority to reduce the financial responsibility of the member if there are extenuating circumstances. The decisions of the Club Officers shall be final.

b. All financial obligations imposed on any member as a result of the decision of the Club Officers shall be satisfied within thirty (30) days of written notice.

## Part 6: MISCELLANEOUS

### 6.1 SURPLUS

The net savings or surplus remaining after all operating costs and other expenses have been paid shall remain in the FWFC's treasury for the purchase of new equipment or for contingencies. The net savings in any event shall not be distributed to the members for their individual use. In the event of dissolution of the FWFC, the assets of the FWFC shall be distributed according to the dissolution formula in Article 6.2 “DISSOLUTION.”

### 6.2 DISSOLUTION

a. Purpose – The purpose of this article is to define the method to dissolve the FWFC and the distribution of assets of the FWFC in the event of its dissolution.
b. Method – The FWFC will be dissolved if approved by the Board.
c. Asset Distribution – The Board will dispose of the assets of the organization and file the necessary documents to terminate the organization with the state and federal government. The Board will use existing assets to pay all debts and obligations of the organization, and to hire counsel if required to complete the termination of the organization. After all debts and obligations are paid, the club will offer a non-profit organization promoting General Aviation any aircraft or funds that are remaining.

### 6.3 LIABILITY

FWFC, its Members and Officers, is not liable for any activities of individual members. Any such activities shall be conducted solely at the risk and responsibility of that member.

## Part 7: PURPOSE, MOTTO, SPIRIT AND INTENT OF FWFC

7.1 The key to a successful club is for all members to approach this as “our” Club with the following goals in mind:

a. Promote, encourage, and facilitate general aviation activities that provide educational opportunities.
b. Provide a convenient means for flying at the most economical rates for its members.
c. The motto of FWFC is: Keep it safe, simple, affordable, and fun.
d. To provide aircraft that are maintained in a safe and certified manner to meet and exceed safety goals and pride in the club.
e. To encourage the use of the club aircraft with ALL members directly involved in participation through appropriate maintenance support opportunities (i.e. aircraft wash/wax or annual inspections under maintenance/safety officer supervision, etc.) as well as safe and rewarding flight experiences.
f. To generate revenue through aircraft flight operations in a cost-effective manner.
g. To fly safely while furthering general aviation education in a professionally rewarding manner that is not only inherently disciplined but also…FUN!

## Part 8: THE BOARD

8.1 The Board has all authority and responsibility to authorize or deny any and all expenditures of club funds.

8.2 Club Officers, or general members, who wish to spend club funds or take on a new project for the benefit of the club must first submit a detailed proposal to the Board. Only after receiving approval from the Board may the project be undertaken or the club funds be spent.