

North Shore Aero Club, Inc.

Personal Conduct Rules

GENERAL

1. All pilot rated applicants must be flight checked and approved by a Club Flight Instructor designated by the Chief Flight Instructor before his (or her) membership can receive final approval.
2. All new non-pilot rated members must be instructed and approved for solo by a Club Flight Instructor, or a Club Approved Certified Flight Instructor (revised 10/01/1981).
3. A member must perform a thorough preflight inspection of the aircraft, including a visual inspection of the fuel quantity, prior to commencing his (or her) flight. Any damage or discrepancies discovered by a member will be assumed to be the responsibility of the last user unless it has been reported previously to the Operations Officer. If a condition is discovered which may affect the airworthiness of the aircraft, the aircraft shall not be flown until cleared by the Operations Officer.

Any member taking the aircraft into the air in a questionable condition, or against the advisement of the FBO base from which the NSAC operates, or Club CFI, or an A&P will be considered as violating North Shore Aero Club Personal Conduct Rules.

4. Incidental damage due to accidents directly attributable to pilot negligence will be paid for by the pilot up to the amount of the insurance deductible clause coverage.
5. Each member must ascertain that the airworthiness and registration certificates, appropriate operating limitations information and operator's manual are in the aircraft prior to commencing his flight (revised March 1998).
6. Flight plans must be filed for flights over sparsely populated areas, mountainous, wooded terrain or for extended over water flights.
7. Upon completion of a flight, the pilot must clean out and secure the aircraft. Ash trays will be emptied, waste paper and extra charts will be removed, seat belts will be straightened, gust lock secured, pitot tube cover installed, control locks fastened and aircraft securely tied down.
8. No member, except the Operations Officer, may perform or authorize repairs over \$200 (revised 05/12/2002). Prior to a commitment being made, repairs must be approved by the Operations Officer, or in his absence another BOD Director.
9. Club aircraft may not be used to give flight instruction to non-members.
10. The Pilot-in-Command must occupy the left seat except when he (or she) is: (a) a Club approved flight instructor, (b) a Club member who holds a flight instructors rating, (c) a Club member in instructor training, but only with the approval of a club flight instructor.

11. All Club members must have an aircraft manual for each aircraft that he (or she) is checked out in.
12. NO SMOKING will be permitted in or around the Club aircraft. Members shall make certain that all others observe the NO SMOKING RULE at all times while in and around the aircraft.
13. Throttle lock, pitot-tube cover (where applicable), cowl plugs, windscreen cover, and, in winter, engine cover and heater shall be installed after each and every flight unless the pilot has coordinated via text, email, or phone with the next pilot flying the aircraft. Class Bravo rules apply. You are responsible until you have affirmative agreement from the next pilot to leave the aircraft unsecured. Once accepted the next pilot is responsible to ensure securing the aircraft should they subsequently cancel. (revised 11/08/2023)

ONLINE SCHEDULING (revised 11/08/2023, 07/17/2025)

14. <https://schedule.nsaeroclub.com/schedule.php> (revised 11/08/2023).
15. The pilot is responsible to indicate for each flight in the schedule book the destination or overnight location. The Club president shall be the approving officer for XXC flights. (revised 11/08/2023).
16. The pilot will check the schedule book immediately preceding his (or her) flight.
17. A 15-minute grace period is allowed for your arrival to fly your scheduled aircraft. After the expiration of the grace period, another member may reschedule and fly the aircraft. Aircraft must be returned by the end of the scheduled time unless weathered in or aircraft malfunction occurs. If delayed, you are expected to make a reasonable effort to contact the next scheduled pilot or a Board member.
18. Minimum Guarantees of the equivalent in total time for the trip: (a) Saturday, Sunday or Holiday - 2 tach hours per day when a significant portion of the day is reserved, (b) Weekdays 1-1/2 tach hours per day when a significant portion of the day is reserved. It has been customary to not enforce such minimums. However, the Treasurer or BOD reserves the right to enforce such minimums at any time for any reason. (revised 11/08/2023)
19. Pilots are permitted 3 reservations, 2 of which may be made within the next 60 days. This limit applies to weekends and holidays (revised 09/15/1988).
20. Reservations made, which subsequently appear that they will not be flown, are to be promptly shortened and/or cancelled such that others may utilize the time. This includes weather cancellations as weather minimums vary by pilot. If waiting for the weather to clear, adjust the reservation time. (revised 09/15/1988, 02/27/2009, and 07/17/2025).
21. Notwithstanding applicability of item #18, members who do not shorten or cancel reservations for scheduled bookings of 3-hours or more will be billed 1-hour of flight time for a reservation not shortened or flown. (revised 07/17/2025)

22. Members who do not shorten or cancel their reservations promptly, regardless of duration of reservation, may be subject to expulsion. (revised 07/17/2025)

EXTENDED CROSS-COUNTRY FLIGHTS (XX-C) (revised 11/08/2023)

Definition of Extended Cross-country Flight (XX-C):

- (a) Weekdays in excess of 48 hours,
- (b) Weekends encompassing time on both Saturday and Sunday or a Holiday and Saturday or Sunday.

Extended cross-country flights of less than 8 days in duration, inclusive of contingency allowances for weather delays, are allowed. Duration in excess of 8 consecutive days require board approval.

The extended cross-country must be scheduled on the online scheduler website for the entire duration of the flight, including any extra weather days that may be needed.

If scheduling aircraft loading activities, member must specify in the comments the estimated duration of loading and estimated departure time.

- Member must plan to depart normally (e.g. within 15-minutes of reservation start or be actively at the aircraft pre-flighting and preparing for departure).
- Member may load aircraft after 8 PM the night before if departure time is before 8 AM on day of departure (for XXC approved flights only).
- Under all circumstances, if departure or return is anticipated to change, the member is responsible for updating the reservation in order to *maximize availability for other members* without placing the next member reservation at risk.

The extended cross-country flight must be approved by the Club President or designee prior to initiating the flight. The member is responsible for ensuring such approval is granted. In the event the Club President is unreachable, member may escalate to a club officer (Treasurer, Secretary, or Operations Officer).

Extended cross-country flights are allowed so long as the reservation does not cause all aircraft to be on XXC reservations.

During Sun-n-Fun (typically April) and Oshkosh AirVenture (typically July), all aircraft may be booked for XXC even if aircraft XXC reservations are not to attend either event.

In the event a member desires to book an XXC reservation that would exceed the XXC aircraft booking limit, they may book a "notify only" (or if the system is updated to allow it a "backup") reservation indicating their interest to use the aircraft for an XXC flight.

- Should another XXC reservation cancel or shorten in duration as to allow meeting the XXC requirements, the notify/backup reservation will be deemed to be confirmed but not if confirmed reservations have been booked already. Standard XXC approval would still be required.

- Until/unless notify/backup to confirmed reservation conversion is done automatically in the scheduling system, the member is responsible for converting the notify only reservation into a confirmed reservation.
- If others have already booked confirmed reservation during this slot, the member would need to book another available aircraft, if any.

As is the case normally, the member will be responsible for the financial expense for ferrying the aircraft back if forced to abandon it during the cross-country trip.

The member is responsible for ensuring airworthy aircraft operation at all times including allowance for flight time and delays in the aggregate for impact to time-limited regulatory maintenance items. Member must coordinate in advance with the Operations Officer any non-standard or away from home maintenance activities (e.g. schedule an Airworthiness Directive inspection while on the trip).

Except in emergencies, Club aircraft shall be flown from and landed on airfields depicted on sectional charts. Any member who lands on an unapproved field due to an emergency must call a Club flight instructor or Club President for approval to take off from that field.

Board of Directors
North Shore Aero Club, Inc.

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