

Elphinstone Aero Club

**POLICY
&
PROCEDURE
MANUAL**

OCTOBER 22, 2018



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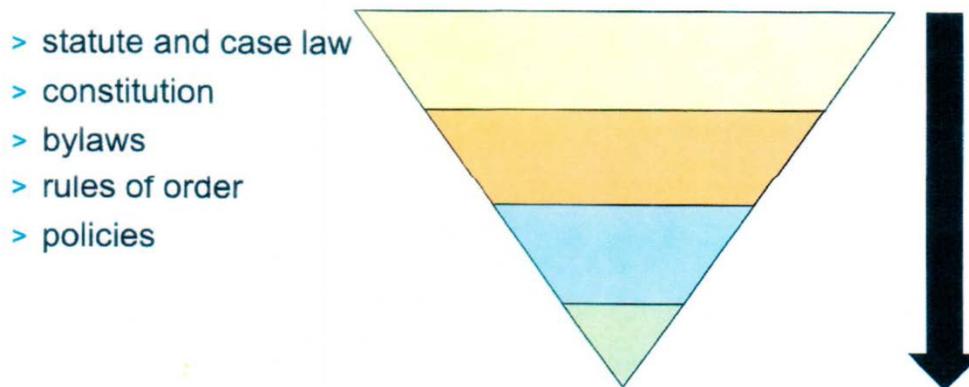
1 INTRODUCTION

1.1 INTENT

The Policy and Procedure Manual is intended to provide the Elphinstone Aero Club (“EAC”) members with consistent guidelines re:

- Lines of communication;
- Roles and Responsibilities;
- Policies and Procedures for operating in compliance with the Societies Act of British Columbia, and the Constitution and Bylaws of the EAC.

There are several layers of “rules” that Societies must observe; it should be kept in mind that the rules on top overrule those below.



1.2 INTERPRETATION

All enquiries regarding interpretation of the contents of this manual should be directed to the EAC Secretary for distribution to the Board of Directors.

1.3 AMENDMENTS

Amendments/revisions to the Policy and Procedure Manual may be made with a 2/3rd vote of Members in good standing.

Proposed amendments/revisions must be circulated to the membership fourteen (14) days before the General Meeting in order to give time for due consideration.

1.4 IMPLEMENTATION

It is the responsibility of all Members, including Committee members to be familiar with and to abide by the Policy Manual and Procedure Manual.



1.5 APPROVAL

This Policy Manual was originally adopted at the General Meeting dated **June 10, 2018**.

This is the First Edition of the EAC Policy & Procedure Manual.

Signed

EAC Chair

Date



2 TERMS OF REFERENCE

2.1 DIRECTORS

2.1.1 DIRECTOR (GENERAL)

1. General Responsibilities

Each Director is responsible to the Membership to abide by the Constitution and Bylaws of the Club and following the accepted principles of governance.

2. Specific Responsibilities:

- a) Directors facilitate either directly or through Committees as applicable to ensure that the Membership of the Club achieves their stated goals;
- b) Directors shall collaboratively establish the necessary Committees and their Terms of Reference;
- c) Directors shall participate in responding to any issues in a timely fashion upon direction from the Board of Directors;
- d) Directors shall be involved in the overall planning in conjunction with the Committees;
- e) Directors shall participate in the ongoing development of an evaluation process for the Board and each Committee, and shall undertake to ensure that the evaluations are conducted on a regular basis;
- f) Directors shall submit by email or otherwise a written report to the Secretary one week in advance of each meeting of the Board of Directors for inclusion in the Agenda;
- g) Directors shall prepare a written report for the Annual General Meeting no later than thirty (30) days prior to the Annual General Meeting. This report shall be circulated with the notice of AGM;
- h) Directors shall maintain a file on all official correspondence and / or documentation pertinent to the portfolio and ensure that the Secretary is in possession of same;

3. Prerequisites for the Position:

- a) should have good communication skills;
- b) must be prepared to make the time commitment to ensure that the Club's business is conducted effectively as per the Constitution and Bylaws;
- c) should be comfortable in a team based, collaborative environment;
- d) should have the ability to effectively network in a non-confrontational and respectful manner, bearing in mind that that Directors serve as ambassadors of the Club;
- e) business acumen would be an asset.



2.1.2 TREASURER

1. General Responsibilities

The Treasurer is responsible for doing or making the necessary arrangements for the recording and reporting of the financial affairs of the Club.

2. Specific Responsibilities:

- a) chairing the Finance Committee;
- b) receiving and banking monies collected from the Members or other sources;
- c) keeping records in respect of the Club's financial transactions;
- d) preparing the Club's financial statements;
- e) providing a monthly financial update to the Board of Directors one week prior to Board Meetings;
- f) provide a financial update at General Meetings;
- g) making the Club's statutory tax filings;
- h) preparing an Annual Budget to be submitted to the Board for approval at the last Board Meeting before the AGM / end of fiscal year;
- i) preside at all meetings of Members and of Directors at which the Chairperson or Vice-Chairperson is not present or declines the Chair.

3. Prerequisites for the Position:

- a) Should have good organization and communication skills;
- b) Must have bookkeeping experience;
- c) Must be prepared to make the time commitment to ensure that the Club's business is conducted effectively as per the Constitution and Bylaws;
- d) Should be comfortable in a team based, collaborative environment;
- e) Should have the ability to effectively network in a non-confrontational and respectful manner, bearing in mind that that Directors serve as ambassadors of the Club;
- f) Business acumen would be an asset.



2.1.3 SECRETARY

1. General Responsibilities

The Secretary is responsible for ensuring the uninterrupted and smooth running of the Club's business in general, and unless otherwise appointed, the Secretary shall act as Parliamentarian.

2. Specific Responsibilities:

- a) issuing notices of General and Board Meetings;
- b) assuring minutes of General and Board Meetings are recorded, and ensuring their timely distribution;
- c) keeping the records of the Club in accordance with the Societies Act, and other regulatory authorities;
- d) conducting the official correspondence of the Club;
- e) filing the BC Societies Annual Report and making any other filing with the registrar under the Societies Act;
- f) in the absence of the Secretary from a General or Board Meeting, the Board shall appoint another individual to act as Recording Secretary at the Meeting;
- g) be the custodian of the BC Registry key for the Club.

3. Prerequisites for the Position:

- a) should have good organization and communication skills;
- b) must be prepared to make the time commitment to ensure that the Club's business is conducted effectively as per the Constitution and Bylaws;
- c) should be comfortable in a team based, collaborative environment;
- d) should have the ability to effectively network in a non-confrontational and respectful manner, bearing in mind that that Directors serve as ambassadors of the Club;
- e) business acumen would be an asset.



2.1.4 DIRECTOR OF MAINTENANCE

1. General Responsibilities

The Director of Maintenance is responsible for ensuring the Club's aircraft are properly maintained for safe and reliable use by the Members as per manufacturers' directives and regulatory standards.

2. Specific Responsibilities:

- a) chairing the Aircraft Maintenance Committee, which shall make recommendations to the Board on matters concerning maintenance and aircraft improvement priorities;
- b) ensure the Board is aware of non-routine maintenance issues;
- c) scheduling routine aircraft inspections;
- d) being available to the Membership for consultation on aircraft status;
- e) maintaining the aircraft dispatch status board up to date at all times;
- f) managing a working relationship with all maintenance contractors.

3. Prerequisites for the Position:

- a) should have good communication skills;
- b) should have sound knowledge of the implications of aircraft ownership and the care, maintenance and improvement requirements of aircraft in general;
- c) shall be prepared to make the time commitment to ensure that the Club's business is conducted effectively as per the Constitution and Bylaws;
- d) should be comfortable in a team-based, collaborative environment;
- e) should have the ability to effectively network in a non-confrontational and respectful manner, bearing in mind that that Directors serve as ambassadors of the Club;



2.1.5 DIRECTOR OF FLIGHT OPERATIONS

1. General Responsibilities

The Director of Flight Operations is responsible for all flying operations of the Club.

2. Specific Responsibilities:

- a) chairing the Flight Operations Committee for the establishment and maintenance of the Club's flight-related Policies and Standard Operating Procedures ("SOPs");
- b) ensuring there are always at least two (2) designated Club check pilots who are qualified for the role and meet insurance requirements;
- c) ensuring that Members with Flying Privileges are current on aircraft type with respect to Transport Canada Regulations (CARs), insurance requirements and the Club's Policies and SOPs.

3. Prerequisites for the Position:

- a) should have good communication skills;
- b) shall be prepared to make the time commitment to ensure that the Club's business is conducted effectively as per the Constitution and Bylaws;
- c) should be comfortable in a team-based, collaborative environment;
- d) should have the ability to effectively network in a non-confrontational and respectful manner, bearing in mind that that Directors serve as ambassadors of the Club;
- e) experience with flight operations is an asset.



2.2 COMMITTEES

2.2.1 MEMBERSHIP COMMITTEE

1. Composition

- a) the objective is to have a minimum of three (3) members;
- b) all members of the Membership Committee shall be Members in Good Standing of the Club;
- c) notwithstanding bullet point above, the Board of Directors may designate a non-EAC Member to the Committee who may have specialized knowledge or skills relating to an ongoing project under consideration by the Committee. The appointment shall be for the duration of the project or until terminated by the Board.

2. Term of Office

- a) the term of office shall be from the first meeting of the Board of Directors following the Annual General Meeting to the following Annual General Meeting;
- b) the Committee Chair shall submit a roster of potential Committee Members to the Board of Directors for approval.

3. Committee Chair

- a) the Committee Chairperson is appointed by the Board of Directors;
- b) the Chairperson may be reappointed for an additional term by the Board of Directors.

4. General Responsibilities

- a) develops and recommends a strategy for promoting the growth of Membership in the Club throughout the Sunshine Coast catchment area and such other areas as the Board deems appropriate;
- b) develops an effective method for monitoring that the Members remain Members in Good Standing according to the Bylaws;
- c) ensures that the Board of Directors is advised immediately should a Member cease to be a Member in Good Standing.

5. Specific Responsibilities

- a) develops effective strategies for the organization of periodic membership drives;
- b) develops a process for reviewing applications for Membership and recommending approval of same to the Board of Directors;
- c) develops recommendations, in conjunction with the Secretary, a Membership Package outlining the benefits of being a Member of the Elphinstone Aero Club;
- d) develops and recommends strategies to promote unity within the Elphinstone Aero Club;
- e) coordinates with the Board of Directors when notices, forms, communiqués etc. are ready to be disseminated to the Membership or beyond.
- f) The budget for the following fiscal year shall be submitted to the Treasurer no later than 90 days prior to the end of the fiscal year.



2.2.2 AIRCRAFT MAINTENANCE COMMITTEE

1. Composition

- a) the objective is to have a minimum of three members;
- b) all members of the Aircraft Maintenance Committee shall be Members in Good Standing of the Club;
- c) notwithstanding bullet point above, the Board of Directors may designate a non-EAC Member to the Committee who may have specialized knowledge or skills relating to an ongoing project under consideration by the Committee. The appointment shall be for the duration of the project or until terminated by the Board;

2. Term of Office

- a) the term of office shall be from the first meeting of the Board of Directors following the Annual General Meeting to the following Annual General Meeting;
- b) the Director of Maintenance (Committee Chair) shall submit a roster of potential Committee Members to the Board of Directors for approval.

3. Committee Chair

The Committee Chairperson is appointed by the Board of Directors.

4. General Responsibilities

- a) provide support to the Club in the ongoing maintenance of the aircraft, and preserve and enhance the quality of the aircraft;
- b) the Committee shall make recommendations to the Board on matters concerning non-routine maintenance and aircraft improvement priorities;
- c) the Committee shall meet from time to time as required to fulfill its mandate, but at least once every six months.

5. Specific Responsibilities

- a) develops and recommends aircraft improvements and written procedures to help preserve and maintain the Club's aircraft;
- b) recommends and makes arrangements for non-routine maintenance of the Club's aircraft;
- c) encourage Member input on maintenance and aircraft improvement issues.
- d) The budget for the following fiscal year shall be submitted to the Treasurer no later than 90 days prior to the end of the fiscal year.



2.2.3 FLIGHT OPERATIONS COMMITTEE

1. Composition

- a) the objective is to have a minimum of three members;
- b) all members of the Flight Operations Committee shall be Members in Good Standing of the Club;
- c) notwithstanding bullet point above, the Board of Directors may designate a non-EAC Member to the Committee who may have specialized knowledge or skills relating to an ongoing project under consideration by the Committee. The appointment shall be for the duration of the project or until terminated by the Board.

2. Term of Office

- a) the term of office shall be from the first meeting of the Board of Directors following the Annual General Meeting to the following Annual General Meeting;
- b) the Director of Flight Operations (Committee Chair) shall submit a roster of potential Committee Members to the Board of Directors for approval.

3. Committee Chair

The Committee Chairperson is appointed by the Board of Directors.

4. General Responsibilities

- a) the Committee shall make recommendations to the Board on flight-related policies and procedures, including aircraft Standard Operating Procedures ("SOP's");
- b) the Committee shall meet from time to time as required to fulfill its mandate, but at least once every six months.

5. Specific Responsibilities

- a) develops and maintains aircraft Standard Operating Procedures;
- b) maintains a record of the Medical Certificate and License status of all Members with Flying Privileges;
- c) monitor Transport Canada's CADORS and coordinate response if required.
- d) The budget for the following fiscal year shall be submitted to the Treasurer no later than 90 days prior to the end of the fiscal year.



2.2.4 FINANCE COMMITTEE

1. Composition

- a) preferably not less than three and not more than five members;
- b) all members of the Finance Committee shall be Members in Good Standing of the Club;
- c) notwithstanding bullet point above, the Board of Directors may designate a non-EAC Member to the Committee who may have specialized knowledge or skills relating to an ongoing project under consideration by the Committee. The appointment shall be for the duration of the project or until terminated by the Board.

2. Term of Office

- a) The term of office shall be from the first meeting of the Board of Directors following the Annual General Meeting to the following Annual General Meeting;
- b) The Treasurer (Committee Chair) shall submit a roster of potential Committee Members to the Board of Directors for approval.

3. Committee Chair

The Committee Chairperson is appointed by the Board of Directors.

4. General Responsibilities

- a) the Finance Committee is responsible for ensuring the safekeeping of the Elphinstone Aero Club's financial assets and records;
- b) the Finance Committee shall ensure that the Elphinstone Aero Club's financial assets are accounted for and reported on in accordance with the Societies Act;
- c) the Finance Committee shall develop and maintain a system to ensure that members are up to date in payment of their dues;
- d) the Finance Committee shall make available to the Members at each General Meeting a financial report in an easy-to-understand format.

5. Specific Responsibilities

- a) responsible for overseeing the financial affairs of the Club including the investment of any funds of the Club;
- b) responsible for establishing procedures for the handling of all financial transactions and the recording thereof;
- c) prepares, on a monthly basis, financial statements for presentation to the Board of Directors;
- d) prepares an annual budget for presentation to the Board of Directors;
- e) prepares Financial Statements and all supporting documentation for each year end; consults with outside accountant as required;
- f) provides assistance to all Committees on financial and budgetary matters;
- g) makes recommendations on fees for membership and flying privileges of the Club.



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6. Meetings

- a) the Finance Committee shall meet a minimum of two times per year. An annual meeting to establish the Annual Budget shall be held. An additional meeting mid-way through the year shall be held to review the financial status. Such meetings shall be held at least two weeks in advance of a scheduled Board of Directors meeting;
- b) the Chairperson of the Finance Committee shall submit a written report to the Board of Directors one week prior to their scheduled meeting;
- c) if the Committee is unable to resolve an issue, it shall be brought to the Board of Directors for resolution.
- d) The budget for the following fiscal year shall be submitted to the Treasurer no later than 90 days prior to the end of the fiscal year.

7. Authority

The final authority for all acts, activities and undertakings of the Finance Committee rests with the Board of Directors of the Club. The Constitution and Bylaws of Club shall take precedence and be binding.



2.2.5 FACILITIES COMMITTEE

1. Composition

- a) the objective is to have a minimum of two (2) members;
- b) all members of the Facilities Committee shall be Members in Good Standing of the Club;
- c) notwithstanding bullet point above, the Board of Directors may designate a non-EAC Member to the Committee who may have specialized knowledge or skills relating to an ongoing project under consideration by the Committee. The appointment shall be for the duration of the project or until terminated by the Board.

2. Term of Office

- a) the term of office shall be from the first meeting of the Board of Directors following the Annual General Meeting to the following Annual General Meeting;
- b) the Committee Chair shall submit a roster of potential Committee Members to the Board of Directors for approval.

3. Committee Chair

- a) the Committee Chairperson is appointed by the Board of Directors. In the case of a single Member, he/she shall be referred to as the Facilities Coordinator;
- b) an interim Chairperson or Facilities Coordinator may be appointed by the Board of Directors as required.

4. General Responsibilities

- a) develops and recommends maintenance and improvement priorities for the Club's facilities;
- b) develops an annual budget for the maintenance and improvement of the Club's facilities;
- c) ensures that the Board of Directors is advised immediately should a Committee Member cease to be a Member in Good Standing.

5. Specific Responsibilities

- a) ensuring that the Club's building and grounds are in a presentable state;
- b) coordinating the maintenance of the Club's buildings and grounds;
- c) overseeing applicable outside contractors.
- d) The budget for the following fiscal year shall be submitted to the Treasurer no later than 90 days prior to the end of the fiscal year.



3 POLICY

3.1 GENERAL

A policy is a deliberate system of principles to guide decisions and achieve rational outcomes. A policy is a statement of intent of the Bylaws governing the Elphinstone Aero Club and is implemented as a procedure or protocol. Policies are generally adopted by a governance body within an organization and ratified by the Membership.

It is essential that the EAC reviews and monitors all Policies and Procedures regularly. This helps the Club to learn from experience and as it grows and evolves, identify policies that might require change or upgrading. **The policies do not usurp the authority of the Bylaws.**

3.2 COMMUNICATIONS

3.2.1 Internal

Club correspondence is disseminated by the Secretary to the Membership as appropriate. The Secretary shall disseminate the following types of communication but not be limited to:

- Communication from the Chairperson
- Communication from the Board
- Communication from the Committee Chairs
- Presentations at Membership meetings
- News Bulletins
- Emails to Members
- Membership contact info
- Messaging by electronic means

Aircraft bookings and maintenance bookings are found in Flight Schedule Pro.

The Members Only section of the EAC website contains a copy of the Club's Constitution, Bylaws and Policy and Procedure Manual.

3.2.2 External

The Chairperson is the designated spokesperson for the Club. The Chairperson alone will be the spokesperson in the event of an emergency or incident involving the Club.

- External types of communication are but not limited to:
- Media outreach
- Government Outreach
- Communication with governing authorities
- News Releases
- Contact with Societies or similar objectives
- Ad Purchases
- The Internet



- Web page

3.3 DIRECTORS

3.3.1 Reporting

Authority Bylaw 2.8

1. Each Director should submit via email a written report to the Secretary seven (7) days prior to a General Meeting.

Authority TOR Director 2.1.1

2. It is the responsibility of each Director to respond to Club business via email within a timely fashion (maximum 72 hours), either directly to the Secretary, or by selecting "Reply All" to all Board of Directors.

Authority TOR 2.1

3. It is the responsibility of each Director to attend to administrative tasks (submissions/filings) assigned to them.

3.3.2 Filling Director Vacancy

Authority Bylaw 3.6 and 3.7

1. It is the responsibility of the Board to maintain a full complement of Directors at all times, recognizing that from time to time a vacancy will occur on the Board of Directors at any time between Annual General Meetings.

3.4 MEETINGS

Authority By-Law 2.8 and 3.8

3.4.1 Board of Directors Meetings

1. Director meetings will normally be at the call of the Chair.
2. Any two [2] Directors other than the Chair may call a meeting.
3. At least two days' notice must be given providing details of the purpose of the meeting unless such notice is waived by all Directors.
4. Director meetings will be regulated as the consensus of Directors see fit.
5. Any Director may make a motion using email to the other Directors.

3.4.2 General Meetings of Members

1. There shall be a minimum of four (4) General Meetings held once per calendar quarter or at any time the Board of Directors deem appropriate or; any time ten [10] percent of the Membership forward to the Secretary of the Club a signed requisition for such meeting. The agenda of a requisitioned meeting shall be limited to the items listed in the Members requisition. The requisitioners must be Members in Good Standing at the time of the requisition.

3.4.3 Annual General Meeting

Authority Bylaw 2.8.1 and 2.8.6



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2. The Annual General Meeting (“AGM”) of Members must be held annually within 90 days of the fiscal year end. The Board of Directors shall provide a minimum of thirty days (30) notice of the meeting. The notice will contain any resolutions planned to be placed before the assembly for consideration and an agenda based on but not limited to the contents of the Club Bylaw 2.8.6.

3.4.4 Meeting Conflict Resolution

Authority By-Law 2.8.3 and 3.8.5

1. The supporting tool to be used for the resolution of conflict at any Meeting shall be the current version of Roberts rules of Order.

3.5 FACILITIES (CLUBHOUSE / HANGAR / OFFICE)

The policy of the EAC is to provide a friendly and welcoming facility for EAC Club members, their family and guests to meet, relax and/or congregate for meetings. The Clubhouse also serves as a Terminal building for travelling pilots to rest, recuperate and enjoy the area.

3.5.1 Bookings

The Clubhouse may be reserved for community events that are related to aviation, such as the Air Cadets. Any other requests must be submitted through the Facilities Committee and approved by the Board of Directors.

3.5.2 Maintenance

The Clubhouse and grounds are to be maintained in a neat, tidy and a respectful manner. Requests for improvements or maintenance to the Clubhouse along with a budget must be presented by the Facilities Chair to the Board for approval.

3.5.3 Use of Common Facilities

1. The common facilities, which include the Clubhouse, kitchen and restrooms are available for use by all Members and the flying public. The hangar and Ops Room are reserved for EAC Members with flying privileges.
2. Any pets shall be kept on a leash while on Clubhouse grounds.
3. The Clubhouse facilities are a smoke free environment.

3.6 MEMBERSHIP

3.6.1 New Members

Authority Bylaw 2.2

1. All new Members shall be provided with a set of the Club’s Constitution, Bylaws, and Policies and Procedures Manual; compliance to which shall be acknowledged by signature.



3.6.2 Expulsion of a Member

Authority Bylaw 2.5 and 2.6, 2.8.7 and section 70.3b of the BC Societies Act.

1. A Member may be deemed not in good standing by the Board of Directors for just cause as described in Section 2.5 of the Bylaws. A member may be recommended for declaration of not in good standing by unanimous Board resolution. A Member found to be not in good standing may be recommended for expulsion by a 2/3 majority affirmative vote of a Board resolution.

3.6.3 Membership Fees

Authority Bylaw 2.4

1. Membership dues and aircraft access fees may be prorated on a quarterly basis subject to full payment of the following years fees and dues.

3.7 FINANCE

1. The financial records shall be available for inspection by any Member after a notice period of one week, such notice to be delivered to the Treasurer.
2. The Treasurer shall provide a verbal or written financial update at each Board of Directors meeting.
3. One week prior to each General Meeting of the Members, the Treasurer should forward a Financial Status Report summarizing the Club's activities and budgetary status to the Secretary for distribution to the Members with the meeting Agenda. Said report shall be referred to as the EAC Dashboard.
4. The Treasurer shall provide draft financial year-end statements to the Board of Directors not more than thirty days after the fiscal year end for the purpose of obtaining approval for presentation at the AGM.
5. The Treasurer shall provide draft financial year-end statements at each Annual General Meeting for approval by the Members.
6. To the extent possible and practical, financial transactions shall be made by Electronic Funds Transfer (ETF) using the Interac system, or direct account-to-account transfers in the case of transactions between the Club and its Members.
7. All Interac transfers to persons or organizations outside of the EAC shall be subject to dual online authorization, with one of the approvers being the Treasurer or his/her delegate.
8. Member cheques deposited using photographic means shall be retained in Club records for at least one year (recognizing that the Club's financial institution may require a lesser period of time).
9. Club financial records may be kept in a secure area in the home office of the Treasurer. Said records must be easily transported to the Club's office upon request by the Board of Directors.



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10. The Treasurer is authorized to consult with a professional accountant as needed. However, any consultations that result in billings that exceed \$500 in a single fiscal year shall be subject to Board approval.
11. The account of those Members with aircraft access privileges should not be left in arrears. Any such Members whose account is in arrears shall have their aircraft booking privileges suspended until full payment of the negative balance is received.
12. Operating budgets from the various Standing Committees shall be submitted to the Treasurer no later than 90 days prior to the end of the fiscal year.

3.8 FLIGHT OPERATIONS

3.8.1 General

Authority TORs 2.2.3

- The Flight Operations Committee will maintain a manual of Flight Operations Procedures that may be subject to change from time to time. All Flying Members must agree to and adhere to the procedures set forth in said manual.

3.8.2 Pilot Currency and Information

1. After being accepted as a Member of the EAC, and prior to being granted access to the EAC's aircraft, candidates for Flying Member status must complete a Pilot Information Sheet.
2. All Flying Members need to be current as per Transport Canada requirements, including the 24-month recency requirement as set forth in CAR 421.05(2).
3. All Flying Members, depending on the aircraft they book, will need to have flown that club aircraft within the previous 90 days, or a check flight will be required by an EAC Check Pilot.
4. Notwithstanding Item 3 above, time logged in a non-Club aircraft in the same or similar make and model may be considered equivalent. In such a case, the Director of Flight Operations will decide accordingly.
5. The EAC considers a minimum of 10 hours per year of flight time as appropriate to maintain both pilot currency and Club sustainability.

3.8.3 Payment for Aircraft Use

1. All annual dues (both basic membership and the supplement for access to Club aircraft) must be paid for the current fiscal year before aircraft booking privileges will be granted.
2. All aircraft use must be paid for either in advance or by cheque when the aircraft is returned to CAP3. Flying on credit is not permitted.
3. The Cost Recovery Charge (aircraft hourly rate) is subject to change. Any change will be put into effect upon instruction from the EAC Board.



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4. Any fees associated with a flight (e.g. parking, ramp and landing, or Nav Canada charges for access to the Air Navigation System) that are not covered by the annual private light aircraft fee) are the responsibility of the pilot in command.

3.8.4 Aircraft Usage

1. Any booking of 3 days or longer must be approved by the Flight Operations Committee.
2. All flights are to be conducted under Visual Flight Rules (VFR) and in VFR Meteorological Conditions (VMC).
3. Club aircraft may be flown into any airport listed in the CFS. Any other landing strip or trans-border flight must be authorized and approved by the Flight Operations Committee after giving notice of at least one week. Damage or abnormal wear and tear resulting from the use of unpaved strips is the pilot-in-command's responsibility (e.g. damage to paint, prop, leading edges, tires, etc.).
4. For flights landing at an airport other than CAP3, a flight plan shall be filed with Flight Services (FSS).
5. For flights leaving and returning to CAP3 with no intermediate landings, as a minimum a flight itinerary must be recorded.
6. Weight and balance worksheet to be completed prior to flight.
7. If the aircraft is equipped with a SPOT tracking device, it shall be used for all flights.

3.8.5 Recording of Snags / Damage to Aircraft

8. The cost to repair any damage beyond normal wear and tear to Club aircraft while under the care and custody of a Flying Member, or damage caused to third parties that is attributable to the Flying Member and for which the EAC is held responsible, shall be the responsibility of the Flying Member. If such damage results in an insurance claim, the Flying Member will be responsible for the payment of the deductible portion.
9. The Flight Operations Committee will maintain a list of Members who are to be contacted in case of an emergency, to consult on snags, or for other enquiries immediately before, during, or immediately after a flight. Such list will be referred to as the **Duty Member List** and will list Members and their phone numbers in order of priority. The intention of this list is to always have someone available for consultation.
10. Should any damage to the aircraft be incurred while under a Flying Member's care and custody, an EAC Duty Member **must** be informed. The aircraft **must** subsequently be **inspected by an AME** prior to further flight. Any appropriate journey logbook entries shall be made.

3.9 AIRCRAFT MAINTENANCE

Refer to the Maintenance Committee Terms of Reference (Section 2.2.2)



4 PROCEDURES

4.1 GENERAL

These procedures are the specific methods employed to express policies in action in day-to-day operations of the Elphinstone Aero Club as reviewed and ratified by the Membership from time to time.

The manual is intended to provide procedures linked to the EAC's Bylaws, providing guidance on their application. The procedures do not usurp the authority of the Bylaws.

Members and Officers are encouraged to use the information contained in this Manual as guidance for the consistent application of the Membership's direction as expressed via the Bylaws.

4.2 COMMUNICATIONS

A Communications Plan will be developed at a later date when a Communications Committee is struck.

4.3 DIRECTORS

4.3.1 Reporting

1. Written reports detailing activities since the last meeting of Members are to be submitted by each Director to the Secretary no later than seven (7) days prior to a General Meeting of the Members. These reports are to be included with the Agenda, mailed out to all Members ahead of the Meeting.

Administrative tasks assigned to Directors include:

4.3.1.1 Secretary

1. File BC Society Annual Report within 30 days of AGM (<https://www.bcregistry.ca/societies>)
2. File Permissive Property Tax Exemption application with CFO, District of Sechelt by May 31st of each year (<http://www.sechelt.ca/Live/Property-Tax-Information/Property-Tax-Exemptions>)
3. File any special resolutions with BC Societies Front Counter BC
4. Keep records of all Club business in hard copy and digital format (Dropbox)
5. Keep website up to date

4.3.1.2 Treasurer

1. File CRA Non-Profit Organization Information return within six months of the end of the fiscal year (<http://www.cra-arc.gc.ca/E/pbg/tf/t1044/>)
2. Prepare annual financial statements for AGM, 'dashboard' updates for all Board of Directors Meetings and General Meetings



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3. Collect and deposit payments
4. Reconcile aircraft logbook flight times to Members account sheets
5. Collect EAC mail regularly, ensure any air navigation and/or airport related fees are passed on to Member concerned for payment
6. Shall ensure that appropriate insurance policies are in place each year, in collaboration with Flight Operations. (D&O, aircraft, premises/building)

4.3.1.3 Director Flight Operations

1. Shall ensure that appropriate insurance policies are in place each year in collaboration with Treasurer.
2. Ensure pilot information is current and in compliance with Club policies and Transport Canada
3. Ensure that the Flight Operations Committee meets a minimum of three times per year or at the call of the Director

4.3.1.4 Director of Maintenance

1. Ensure Annual Inspections and 50 & 100hr inspections are carried out on both aircraft, with documentation and invoicing sent to Treasurer
2. Ensure all aircraft equipment is in compliance with regard to inspection dates (ie. ELT, fire extinguisher, flight instruments, etc.
3. File Annual Aircraft Airworthiness Information Reports (AAIRs) for both aircraft by March 30th of each year (http://www.apps.tc.gc.ca/wwwdocs/Forms/234-0059E_1410-07_E.pdf).

4.3.2 Filling Director Vacancy

Director vacancies shall be filled as soon as practical in one of two ways:

1. The Board of Directors will meet to appoint an interim Director by a simple nomination process and a vote of simple majority. Such appointed Director must comply with the requirements of Bylaw 3.4
2. The term of appointment will be to the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

4.4 MEETINGS

4.4.1 Board of Directors Meetings

1. Any Director may make a motion using email;
2. The motion should be clear and concise, on a separate line in the message, beginning with "I move...".
3. The email shall be sent to all Directors using their official email address on record.
4. The first person to reply in favour of the motion shall be deemed the Seconder. The reply must be to all those on the original email list.
5. Voting can then proceed with a simple Yay, Nay or Abstain, using the "Reply to All" button.
6. All voting replies should be made using the most recent emailed vote (thereby creating a simple email string that can be used as the official record).



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7. If no reply by a Director is received within 72 hours, the non-reply will be recorded as an abstention.

4.4.2 General Meetings of Members

1. Ahead of Members General Meetings, the Secretary is to email a copy of the meeting's Agenda, along with Reports of the Directors to the Membership.
2. If a Member wishes to discuss an item that is not on the Agenda, that item should be added to the Agenda at the start of the meeting, otherwise it will not be discussed. Discussions will only occur when there is a motion put forward.
3. Minutes of the General Meeting, including a list of those in attendance will be sent out to the Membership no later than 2 days afterwards.

4.4.3 Annual General Meeting

1. As per Bylaw 2.8.1, the EAC must hold an Annual General Meeting of Members in the month of November each year. As this is the most important meeting for Members each year, this procedural checklist will help assure that the AGM will be conducted as smoothly and productively as possible:
 - a. Notice of the AGM must be given out to Members no later than 30 days prior to the start of the AGM.
 - b. The quorum requirement is 20% of voting Members in good standing, present in person or by proxy, throughout the meeting
 - c. Prior to mailing the Notice of AGM, Directors need to pass the following resolutions:
 - i. Resolution setting time, date and place of AGM,
 - ii. Resolution setting the annual Membership fee and times of payment (to be ratified by Membership at AGM),
 - iii. Resolution setting the meeting format for the AGM.
 - d. Three months prior to AGM, Directors will appoint a Nominating Committee composed of 1) the Vice-Chairperson, 2) two Voting Members who are selected by the Vice-Chairperson and approved by the Board. The Vice-Chairperson, or in his/her absence, an appointed Director, will be the chair of the Nominating Committee. Immediately following appointment of the Nominating Committee, a notice will be sent to all Voting Members identifying the Nominating Committee and inviting suggestions as to Members whom the Nominating Committee should consider for subsequent nomination as a Director and Chairperson. No later than 45 days before the Annual General Meeting, the Nominating Committee will nominate sufficient persons to fill all Director vacancies on the Board as at the next Annual General Meeting. The Secretary will promptly advise the Members of the names of the persons so nominated. In addition to any candidates nominated by the Nominating Committee, candidates for election as a Director may be nominated by written notice executed and given by two (2) Voting Members addressed and delivered to the Secretary not later than 45 days prior to the Annual General Meeting accompanied by the written consent of the nominee. The Secretary will promptly advise the Members of all the names of any persons so nominated together with the names of the proposers of each. Notwithstanding 2)



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- above, nominations from the floor will be accepted, provided the nominee has given their consent.
- e. The Notice of the AGM (sent out 30 days prior to AGM) must state the date, time and place of the AGM, and must include a reminder regarding proxies, including where and when any proxies may be submitted and a proxy form. The Notice must also include information regarding the motion to ratify the Director's resolution setting the annual Membership fees and fee payment schedule. The Notice should disclose any other resolutions that will be considered at the meeting.
 - f. Presentations at the AGM for consideration:
 - i. Report by Directors
 - ii. Report by each of the Committees
 - g. Resolutions / voting:
 - i. Resolution to vote by ballot (50% vote)
 - ii. Election of Directors and Chairperson (50% vote)
 - iii. Resolution to appoint auditor (50% vote)
 - iv. Resolution that the auditor's remuneration be set by the Directors (50% vote)
 - v. Resolution ratifying/approving Membership fees and payment schedule set by the Directors (50% vote)
 - h. Needed at AGM:
 - i. Ballot forms
 - ii. Secretary to take minutes of AGM at all locations
 - iii. People to crosscheck proxies and attendance in person
 - iv. Current addresses and contact information of all Members for filing in EAC's records
 - i. First Directors Meeting after AGM:
 - i. Directors appoint officers as per Bylaw 4.1
 - ii. Prepare any banking resolutions required because of change of Directors.

4.5 FACILITIES

4.5.1 Bookings

All aviation related meeting or event requests to use the terminal building must be presented to the Facilities Committee for review.

Booking requests should be made through the Facilities Committee. Refer to the Facilities Booking Manual (Vol. 1). Any non-aviation booking requests shall be put before the Board of Directors for review and approval.

4.5.2 Maintenance

1. Improvements:

Any improvement recommendations to the Facility including the grounds are to be documented with a description and budget for presentation to the Board of Directors. The Facilities Committee shall operate within a budget prepared in advance of and approved at the AGM.



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Any proposed improvements over \$1,000 requires 3 estimates.

2. Outside Contractors

From time to time outside contractors may be called upon to do work which does not fall into EAC Volunteer category. The Facilities Committee will oversee the request for quotes and management of awarded contracts.

4.5.3 Use of Facilities

The EAC's Facilities comprise of the Clubhouse, Hangar and Ops room, as well as surrounding grounds.

Room	Area (ft ²)
Hangar	1,080
Ops Room	168
Pilot Lounge	127.5
Communal Meeting Room	643.5
Kitchen	89
Office	86
Washrooms (2)	44
Total	2,238

1. OP's Room:

The OP's room is for the use of the Club's Flying Members who are given a code for the door and the safe where logbooks and payments are kept. Both door and safe are to be kept locked at all times. A computer is available for flight planning. Everyone is requested to do their part in keeping the OP's Room tidy.

2. Pilot Lounge:

The Pilot Lounge is a place to work or rest in a quiet space. It is to be kept clean and tidy.

3. Communal Meeting Area:

This area is set up for meetings, demonstrations, workshops and dining room. A public computer is available for Members and transient pilots to access the internet for flight planning purposes.

4. Kitchen:

To avoid problems with mice infestation in the kitchen; extra care in clean-up is essential. Plates, glasses, cups, should be stored above to avoid mice contamination. Clean utensils are all to be placed in bins in marked drawers, hand & dish towels are to be cleaned regularly.

Any dishes or cups which are used are to be washed, dried and returned to their appropriate storage after use.

The fridge is to be cleaned out regularly (1x a month)

Refreshments may be available for Members and the flying public. A donation box will be in clear view with suggested drink prices on the honor system.

Stove, counter tops, etc. to be left in clean condition.



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5. Facility Office:
To be updated post new lease agreement with DOS.
6. Washrooms:
Washrooms are cleaned every two weeks by a cleaning service. Members and users are expected to keep them clean and tidy.
7. Hangar:
All EAC Members are responsible to do their part in keeping the hangar clean and free from clutter. Recycling and garbage to be emptied regularly; floor to be clean of oil and grease by volunteer work parties and part of aircraft inspection / maintenance.
8. Outside Garden Area
Will require maintenance by volunteer work parties.
9. Parking:
Parking in designated parking areas only.
10. Security:
All lights should be turned off if not in use.
Doors are to remain closed (not locked).

4.6 MEMBERSHIP

4.6.1 New Members

1. New Member application forms shall be made available at the EAC Clubhouse, by the public computer, with contact instructions for applicants as well as on the EAC website.
2. New Member applications are to be forwarded to the Chair of the Membership Committee, who will then notify the Secretary to distribute to the Board of Directors for approval (*Bylaw Authority 2.1*). This need not wait for a scheduled meeting but can be done via email.
3. Once payment of the appropriate Membership fees is transferred to the Treasurer, either by cash, cheque, or e-transfer, the Treasurer notifies the Secretary.
4. The Secretary sets up an account for the new Member in Flight Schedule Pro ("FSP" as a Non-Flying Member) and sends a welcome notice together with instructions on how to log into the new account.
5. New Members shall complete the pilot profile page in FSP detailing emergency contact information
6. The new Member is provided the EAC 'booklet', containing a set of the Club's Constitution, Bylaws, and Policy and Procedures Manual.
7. If the new Member desires access to EAC aircraft, the Director of Flight Operations (DFO) schedules a meeting to review the pilot's documentation, has the Member complete a Pilot Information Sheet (PIS), and provides the Member with a copy of the check-ride exercises that will be reviewed during the check-ride.



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8. The DFO schedules a check-ride with the Member.
9. Upon check pilot approval of the flying skills of the new Member, the DFO awards Flying Member status to the new Member by activating the appropriate authorization in FSP.
10. The new Flying Member now has authority within FSP to book the Club's aircraft.

4.6.2 Expulsion of a Member

1. A member who is recommended for expulsion has the right to come before the Membership at a regular General Meeting, or a special General Meeting called for the purpose of pleading his or her case to the Members. At the conclusion of the pleadings the Member will remove himself from the room and the Membership shall vote on a resolution properly brought before the assembly as per Bylaw 2.8.7. A resolution for expulsion will require a 2/3 majority vote in favour to pass.

4.7 FINANCE

4.7.1 Data collecting and control:

On a regular basis (suggested once per week, but no more than once every two weeks) the aircraft journey log(s) should be transposed to the appropriate Excel spreadsheet.

All journey log entries are to be compared to the members' account sheets and checked for accuracy.

Any fuel receipts shall be checked for proper entry in the member's account sheet and the general ledger.

Discrepancies in the above shall be discussed with the member (via email or telephone) and a solution found. Should agreement on the facts not be arrived at, the matter shall be forwarded to the board for action.

Members' account entries should be transposed to the appropriate Excel file.

4.7.2 Banking:

4.7.2.1 Receivables:

Cheques that are received shall be deposited in the appropriate bank account with minimal delay.

If cheque deposits are made by electronic means, the deposit should be made immediately.

If the member pays via electronic means, the transaction should be processed as soon as possible and a receipt printed from the bank's website.

If deposits are made in person, the deposit should be made weekly.

All deposits to be entered into the general ledger as they occur.

4.7.2.2 Payables:

Invoices shall be processed for payment with an appropriate entry in the general ledger.



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If the recipient can receive electronic money transfers, the payment should be made by this method.

Other payments should be made by cheque.

4.7.3 Financial data reporting:

At each board meeting the treasurer shall report on the current bank balance and any non-routine and large transactions that have taken place since the previous board meeting.

At the first board meeting after the end of each of the four quarters of the fiscal year, the treasurer shall present to the board an updated Dashboard (Appendix A).

At the last board meeting prior to the AGM, the treasurer shall present a complete year-end financial report.

At the AGM, the treasurer shall present to the membership the full-year financial report as approved by the board.

The treasurer shall, prior to Canada Revenue Agency deadlines, file the required annual financial report.

4.7.4 Mail collection and action:

The mail should be collected on a weekly basis from the EAC's community mailbox off Field Rd.

Arriving CFS should be kept away from the aircraft and the operations room until just before the new validity date, at which time it should be placed in the aircraft and the expiring one removed and placed in the operations room for reference. This procedure may be modified or superseded by direction from the Flight Operations Committee.

Invoices and cheques received should be processed as soon as possible, with the appropriate journal entries made.

Notwithstanding the above, invoices for fees encountered while the EAC's aircraft was under the control of a member should be sent (via scan and email is okay) to the appropriate member for payment by him or her. In these cases, no entry is required in the general ledger.

Other mail shall be dealt with as required.

4.8 FLIGHT OPERATIONS

4.8.1 General

Any changes that are made to the Flight Operations Procedures shall be posted in the Flight Ops room on the Notice Board, as well as distributed to all Members via email.



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4.8.2 Pilot Currency and Information

1. All new Members who wish to fly Club aircraft will be required to complete an open-book 'aircraft familiarization' exam, and a check-ride in that aircraft with one of the EAC check-pilots. The new Member will be given a list of air exercises in advance of the check-ride, to include: *steep turns, power off stall clean, power-on stall full flaps, normal and short field take off, normal and flapless landing, overshoots, engine failure after takeoff.*
2. All flying Members need to have flown Club aircraft within the previous 90 days, or a check flight will be required by an EAC Check Pilot. For a lapse in the 90-day currency, the check-ride will consist of circuits, a minimum of 5 takeoff and landings.
3. Notwithstanding Item 2 above, a Member may have the 90-day rule waived at the discretion of the Director of Flight Operations. A Member requesting the exemption will provide to the DFO proof that he has flown non-club aircraft of the same or similar make and model within the previous 90 days. Such request to be submitted in writing.
4. As a nonprofit Club, to keep on top of rising fixed costs, we request all flying Members fly a minimum of 10 hours per year on Club aircraft.
5. It is the responsibility of the Flying Member to provide a copy of any flight related documents to the Director of Flight Operations by placing a copy in the office safe in a sealed envelope, addressed to "Attention Director Flight Operations".
6. To comply Transport Canada's requirement for 24-month recurrent training there are a number of activities listed at <https://www.tc.gc.ca/eng/civilaviation/publications/tp185-1-10-takefive-559.htm>, the most convenient of which is to complete the self-paced study program that can be found by searching "Self-paced Study Program" on the Transport Canada website. A copy of this or other recurrent training completed within 24-months is to be submitted to the Director of Flight Operations.

4.8.3 Payment for Aircraft Use

1. Annual dues (both basic membership and for flying privileges) shall be paid at the start of the fiscal year (Nov. 1st). If dues are not paid up, aircraft use is prohibited.
2. After every completed flight the log book must be filled in, your personal club record has to be completed and the log book and keys and payment for the amount owing is to be locked in the EAC office safe. Up to date aircraft hourly rates are posted on the white board.
3. Any fees associated with a flight (e.g. parking, ramp and landing, or Nav Canada charges for access to the Air Navigation System) that are not covered by the annual private light aircraft fee) are the responsibility of the pilot in command. Invoices will be forwarded to PIC by the Club's Treasurer for timely payment.

4.8.4 Aircraft Usage

1. As Pilot in Command, you are responsible for ensuring your flight is conducted under the rules and regulations of Transport Canada Civil Aviation.
2. As Pilot in Command you have complete responsibility for the aircraft while it is in your control. If parked, you must ensure it is tied down as required, control locks are in, pitot cover installed, wheels chocked etc.
3. EAC has an online booking facility, FSP (Flight Schedule Pro) that all active flying members will have access to. This self-dispatch system gives the pilot enormous freedom



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- and convenience to book aircraft in advance. Bookings can be made on the computer in the EAC Clubhouse / office or online from your personal device. (<https://app.flightschedulepro.com/Account/Login>)
4. All aircraft bookings **shall** be made and recorded on FSP, you **may not** just jump in the aircraft and go flying.
 5. When you book an aircraft under our self-dispatch system it's imperative for you and your passenger's safety that we know who is flying, where the aircraft is going, and what type of flight following you are under. One of the two options below is mandatory for all flights:
 - a. If you are landing away from CAP3, a flight plan ("FP") **shall** be filed with FSS. Please note, EAC aircraft have master flight plans on file with FSS which makes filing a flight plan quick and simple.
 - b. If you are on a flight starting and returning at CAP3 with no landings away, a flight plan should be filed, or as a minimum a flight itinerary ("FI") **shall** be recorded.
 6. In the comments section of FSP this shall be recorded as FP or FI. *If a Flight Itinerary is used, the name and contact number of your flight follower must be included.*
 7. The responsible person following your flight on a Flight Itinerary must have been briefed with the full details of your flight, aircraft type, call sign, route, ETA, persons on board, names, cell phone no's, any survival equipment onboard etc. If the agreed ETA passes without the PIC's down and safe confirmation, your follower must immediately contact first FSS then EAC. Ensure you provide your follower with the contact details and list of FSS and EAC directors, this list is available in the EAC ops office and from any Director.
 8. There is a Spot locator in the aircraft for your additional tracking safety. This must be turned on for all flights for peace of mind and extra security allowing your flight follower to track you from their computer. Logon and password will be provided.
 9. Club aircraft may be flown into any airport listed in the CFS. Any other landing strip or trans-border flight must be authorized and approved by the Flight Operations Committee. (One week's prior notice required). Damage or abnormal wear and tear resulting from the use of grass or unpaved strips is the pilot in command's responsibility (ie damage to paint, prop, leading edges, tires etc.).
 10. Any booking of 3 days or longer must be approved by the Flight Operations Committee.
 11. When the aircraft is returned to the EAC hangar, it is the responsibility of the PIC to ensure the aircraft is stored in as good or better condition than it was found. Things to check are:
 - a) Interior clean: all garbage removed, seatbelts stowed, headsets returned to cabinet in EAC office, windows and contaminated surfaces cleaned.
 - b) Aircraft stabilized: control locks in, wheels chocked, pitot cover installed, cowling inlet blanks installed, wings tied down (FWXN), cabin heater and engine heat lamp installed and turned on (in winter), aircraft locked.
 - c) Exterior clean: exterior windows cleaned for next use, bugs cleaned off leading edge of wings etc., belly cleaned of oil.
 - d) Supplies for cleaning the aircraft will be made available by the Club's Flight Operations Committee.
 12. Fueling procedures – keep receipts or take a snapshot of screen if receipt doesn't print.



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13. Windows should be cleaned using a microfibre cloth (a box of clean cloths readily available in Ops office) and water, followed by a dry microfibre cloth to dry. Please place soiled rags in appropriate box for cleaning.
14. An aircraft cleaning station will be available to make washing down the aircraft easy and convenient. This is a requirement to leave aircraft in good condition for the next pilot – any issues with how the aircraft is found should be directed to the Director of Flight Operations to address with other Members.

4.8.5 Recording of Snags / Damage to Aircraft

1. Any snags found on your flight must be recorded in the Journey Log Book (JLB) and our AME contacted and informed of the issue immediately (Dennis James - 604-885-3720). If you are unsure if the snag compromises the airworthiness of the aircraft, before recording in the JLB and going flying, consult with Dennis.
2. The AME will inspect the aircraft and sign off on the aircraft prior to any further flights, either as a JLB entry or a defect deferral in the front page of the JLB.
3. The AME will in turn notify the Director of Maintenance of the snag / incident immediately via telephone or email.
4. **If any damage occurs to the aircraft while it is under your control, EAC has to be informed immediately, and the aircraft has to be inspected by an AME prior to further flight.**
5. If you are in the unfortunate situation to have a mechanical problem away from home base, contact EAC immediately, working through the contact list provided with the aircraft documents in the JLB. A plan of attack will be formulated. Do not abandon or leave the aircraft without a plan being formulated. If the aircraft cannot be fixed in a timely manner EAC will be responsible for returning the aircraft to home base. Please be aware that any personal inconvenience expenses to the PIC or passengers ie, hotel accommodations, alternate travel arrangements, meals etc will not be reimbursed by EAC.
6. **Do not attempt to fly the aircraft back to base!**

4.8.6 References

https://flightplanning.navcanada.ca/cgi-bin/CreePage.pl?Langue=anglais&Page=forecast-observation&TypeDoc=html&NoSession=NS_Inconnu (Nav Canada Website)

<https://www.windy.com/?49.635,-124.039,5> (excellent weather website)

<http://www.tc.gc.ca/en/transport-canada.html> (Transport Canada website)

<http://images.drivebc.ca/bchighwaycam/pub/html/www/686.html> (BCHighways Webcam)

4.9 AIRCRAFT MAINTENANCE

1. The AME shall be part of the Aircraft Maintenance Committee.
2. The Director of Maintenance (“DM”) shall ensure that the Club’s aircraft are maintained in a manner consistent with Transport Canada Civil Aviation (“TCCA”) rules, regulations and standards.



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3. The DM shall ensure that all maintenance performed on the Club's aircraft is in accordance with CAR 625 Appendices B and C.
4. The DM shall ensure that all Airworthiness Directives ("ADs") are complied with within the time limits imposed by said AD and at any scheduled repetitive intervals afterward.
5. The DM shall, in consultation with the Maintenance Committee, review Service Bulletins ("SBs") and determine which ones will be applied to Club aircraft.
6. The scheduling of routine maintenance shall be coordinated between the Director of Maintenance (DM) and the Aircraft Maintenance Engineer, taking into account the time of year, the general usage of the aircraft, and any bookings already made. However, previous bookings may be cancelled at the discretion of the DM or the AME in order to accommodate maintenance.
7. Aircraft snags shall be addressed as soon as possible and practical in order to return the aircraft to flying status as soon as possible.
8. The DM shall ensure there are a sufficient supply of spare parts in stock to address unexpected maintenance items such as the replacement of a tire and tube, spark plugs and landing and taxi lights. This is to minimize aircraft downtime while awaiting the delivery of spare parts.
9. The DM should provide a written report to the Secretary one week before each meeting of the Board of Directors and at each General Meeting of the Members summarizing maintenance issues and highlights.
10. The AME shall ensure that all aircraft technical logs are kept up to date in accordance with TCCA rules, regulations and standards, as well as with best industry practices.

4.9.1 Chain of Communication / Reporting

The Club's AME reports directly to the Director of Maintenance.

4.9.2 Routine Aircraft Inspections

Aircraft inspections are to be completed as per aircraft manufacturer's inspection sheets and schedules.

4.9.3 Aircraft Asset

There will be a review of aircraft asset every two years.