

## 1. GENERAL PROVISIONS

- 1.1. In accordance with article 23 of the statutes, the board of directors determines the internal regulations concerning the operation of the association. It becomes effective for all members of the association one month after publication on the website and ad valvas in the clubhouse.
- 1.2. The board of directors has the most extensive authority to ensure the proper functioning of the club and can therefore issue the necessary general or specific rules that apply immediately to all members of the club.
- 1.3. These regulations are subordinate to the international and national aviation regulations. Violations of such regulations and their possible consequences, both administrative and judicial, are exclusively at the expense of the offender, without recourse to the Sabena Aeroclub or its board.
- 1.4. The Sabena Aeroclub is a bilingual association and politically neutral. To guarantee this specificity, members of every community are asked to maintain the harmonious and mutual understanding between each other. This attitude is particularly appreciated at Grimbergen, our operating office. Here it can only promote good neighbourliness with our hosts (the municipality, owner of the airport, the operating non-profit association (RVG), fellow pilots, local residents, etc.).
- 1.5. In the event of an incident or accident due to a serious error on the part of the pilot, an intervention of at least € 350 will be required as compensation. However, this amount may never exceed the exemption of the insurance which currently amounts to € 1,250.
- 1.6. Rules regarding the instructors:
  - a) The number of instructors is determined by the board of directors according to the needs.
  - b) Only the board of directors is authorized to recognize instructors.
  - c) The instructors may in no case accept a student who is not a member of the club.
  - d) Only instructors approved by the club may carry out instruction flights or qualification flights with the club's aircraft. The examiners approved by the Belgian Civil Aviation Authority can carry out exam flights provided the Head of Training or the president has given permission.

## 2. MEMBERS

- 2.1. The conditions of membership are laid down in the statutes of the association. There are effective, acceding and social members. Effective members are the members who were effective or acceding members on 21 June 2011 or who were later, under the statutory conditions, accepted by the board of directors.

- 2.2. Persons who wish to become an acceding member of the club shall address a written request to the board of directors on the document established for that purpose. The board of directors decides sovereignly and without any obligation of motivation about whether or not to accept the application for membership. Acceding members can be accepted by the board as an effective member after three years of uninterrupted membership. To that end, they must submit a written application to the board of directors that will by simple majority decide to accept this application or not.
- 2.3. Persons wishing to grant their moral and financial support to the association can join the Sabena Aeroclub as a social member. This allows them to participate in the club activities, with the exception of those as pilots, and without the right to vote at the general assembly.
- 2.4. Each award of membership falls under the exclusive authority of the board of directors.
- 2.5. Only effective members have voting rights in the general assembly. Only the members in order with their annual contribution are allowed to attend the general assembly.
- 2.6. Only effective and acceding members are allowed to pilot aircraft of the club, subject to compliance with the legal requirements and under the conditions laid down in the internal regulations or in special rules adopted by the board of directors.
- 2.7. Acceding and social members may be present at the general assembly and may participate in meetings and social activities of the club.
- 2.8. The board of directors can decide by a simple majority to suspend membership of a member, because of a serious infringement of the statutes, the internal regulations, the honour or courtesy. The president, the secretary or the treasurer are delegated by the board of directors to take all precautionary measures in the interest of the club in case of urgent need. These urgent measures apply until the next meeting of the board of directors, which can confirm, adjust or cancel the measures taken. This includes suspension of a member.
- 2.9. Each member is subject to payment of the annual membership fee. An exception is made for those who cancelled their membership in writing.
- 2.10. The membership fee is valid for one calendar year starting on the 1<sup>st</sup> of January and ending on the 31<sup>st</sup> December. The board of directors may decide to admit persons as an acceding member for a shorter period. The board of directors then decides on the amount of the membership fee for this shorter period.
- 2.11. An additional guarantee, the amount of which is determined by the board of directors, will be asked to each new member. This amount is payable from the candidate as a member is accepted. This guarantee can be claimed back in case of dismissal, provided that the member has paid any debts to the club.
- 2.12. If the membership fee has not been paid per 31<sup>st</sup> of March, this will be considered as cancellation of the membership.

- 2.13. The payment of the membership fee guarantees the civil liability of the pilot and the cover of the third parties transported. This is limited to the capitals and clauses as described in the insurance contracts that the Sabena Aeroclub has endorsed for its aircraft in the context of the club activities.
- 2.14. Members must correctly enter the flight data into the reservation system immediately after each flight and close the flight. In case of negligence, administrative costs can be charged for flights that are not completed correctly or that have not been completed in time. These costs are determined by the board of directors (€ 25.00 on 01/12/2016).
- 2.15. Members must spontaneously settle their account of renting the aircraft within a week of renting them. No written account statements are sent. The members can consult all financial movements and the state of their account in the reservation system. Not receiving an account statement or any form of payment reminder can never be a reason not to settle a debit balance. The president or the treasurer can block members with an outstanding debt of € 300 or more without further notice in the reservation system and possibly also cancel future reservations until the outstanding amount has been paid.
- 2.16. Rent payments that have not been paid within the set term will automatically be increased by statutory interest and administrative costs determined by the board of directors. The Sabena Aeroclub will recover outstanding debts with all legal remedies, including seizure of the member's goods. The costs for execution and legal costs are charged to the relevant member.
- 2.17. Payments will always be made by bank transfer to the bank account of the Sabena Aeroclub at 1850 Grimbergen with reference of the membership number. In order to facilitate the settlements and to avoid possible penalties, members are requested to pay regular commissions according to estimates of their hours flown or still to be flown.
- 2.18. If no later than three months after the invoice statement has been sent, or any other form of payment reminder, the rent has not been paid, membership will automatically lapse.

### **3. EXPLOITATION CONDITIONS**

- 3.1. Members can only rent the aircraft from the Sabena Aeroclub if they meet the following conditions:
  - a) Have paid the membership fee.
  - b) Hold a valid license and have the necessary qualifications to pilot the aircraft in the anticipated flight conditions, or in case of student pilots, the agreement of their instructor.
  - c) Being checked out on this type of aircraft by an instructor recognized by the Sabena Aeroclub.
  - d) To have piloted an airplane of the rented type in the Sabena Aeroclub less than three months ago, if not first having taken a check with an instructor from the club, or having obtained a prior agreement from him.

- 3.2. Restrictive conditions may be imposed with regard to the use of certain aircraft of the Sabena Aeroclub, either in the field of pilot's license, or the experience required of the pilot on the type of aircraft, or in any area that the board of directors would deem necessary.
- 3.3. The pilot is financially responsible for his flight as soon as the engine is running until its stop, including all ground operations, with the onboard counter as evidence.

## **4. OPERATIONS**

- 4.1. No commercial air transport activities may be performed. The handover of an aircraft to a third party is strictly prohibited, whatever the qualifications of the third party may be.
- 4.2. The reservation of an aircraft is done by an electronic reservation system available on the website of the Sabena Aeroclub. Access to this website is reserved to the pilot members via an access code provided by the Sabena Aeroclub.
- 4.3. Only members in possession of a valid flying and medical license are authorized to book reservations. Student pilots without a flying license will register their flight under the responsibility and agreement of their instructor.
- 4.4. The pilot is responsible for his reservation. Notwithstanding the availabilities proposed by the reservation system, he is requested to personally verify the availability of the reserved aircraft (force majeure, for example due to maintenance). In case of cancellation, he is requested to rectify this situation as soon as possible on the reservation system. A penalty of 20% of the reserved time can be charged to him if he has not carried out his flight or simply cancelled without a valid reason (e.g. weather conditions or unavailability of the aircraft).
- 4.5. To rent a plane for a period longer than one day, the prior agreement of the president or his representative is required:
  - a) Prior to departure, the current account of the relevant member must show a positive balance corresponding to 30% of the estimated rents for this period according to the following minimum charge.
  - b) In this case, the minimum rental price per full day is automatically charged, i.e. two hours on weekdays, three hours on weekends and public holidays. This also applies to every reservation of a full day (a full day is regarded as a reservation where it is not possible to make another reservation of at least 2 hours before or after this reservation). In the event that a trip takes longer than foreseen due to unforeseen circumstances (e.g. weather conditions, technical problems, etc.) then the above arrangement only applies to the originally planned travel time.
- 4.6. A reservation automatically expires 30 minutes after the start time of the reservation.
- 4.7. The greatest care and accuracy is required when keeping track of the journey logs that must be filled in immediately. Name and number of the pilot must be clearly legible and the flight must be signed. The comments in the travel diary may not relate to facts that are foreign to the material or its condition. Mistakes, when registering the hours of flight or when the indexes are incorrectly recorded, will be charged to the pilot and will therefore be payable by him.

- 4.8. The quantities of fuel being refuelled must be stated next to the flight concerned, in the Visa column. To clarify it, the pilot writes B.F. (for "before flight") or A.F. (for "after flight"). The amounts paid by a member for the payment of fuel at a landing site will be credited to him, provided he submits a receipt that must be in the possession of the secretary within 30 days. No reimbursement will be made after the expiry of this period.
- 4.9. Taxes and costs imposed by the local airport authorities (including landing and parking fees, handling costs) are at the expense of the pilot. These costs, such as for the refuelling, have to be paid on the spot.
- 4.10. Any defect or irregularity identified to the material must be recorded in the "Trouble Report", signed and dated, and mentioned to an instructor, a member of the board of directors or to the person responsible for the maintenance. Each pilot must consult the "TRs" before his flight. The "TRs" are at the disposal of the pilots in the map with on-board documents of the aircraft. These details must also be mentioned when the flight is closed in the reservation system. A great responsibility is demanded from every pilot to promote general safety.
- 4.11. The greatest accuracy of the members is requested for placing the aircraft inside and outside of the aircraft hangar. They are obliged to personally return any aircraft towed outside back into the hangar, regardless of any other or later reservations. The gates of the hangars must be closed immediately. An airplane must never be left unattended on the tarmac.
- 4.12. The pilot will be held responsible for the entire duration of his flight. He will also ensure the anchoring of the aircraft on the visited landing sites (unless local handling). In the case of long-term absence (e.g. at night), he must keep the on-board documents with him and always leave the aircraft closed and locked behind. Every member is expected to have a great sense of responsibility to take good care of the aircraft and the material of the Sabena Aeroclub.
- 4.13. The assessment of the flight conditions (state of the terrain, the height of the cloud cover, visibility, wind and other factors), before starting a flight, is the exclusive responsibility of the pilot himself who is expected to properly assess his own capabilities and the circumstances. The Sabena Aeroclub cannot be held liable for admission to flying of pilots. Student pilots are under the permanent supervision of their instructor as long as they are not certified.
- 4.14. Starting the engine is only allowed by a qualified person (e.g. pilot, student with briefing or mechanic) The engine shall never run if one of these persons is not present on board. This person shall ensure that the propwash does not cause any nuisance or damage to hangars, objects, other aircraft or persons in the vicinity. It is strictly forbidden to start or stop the engine of an aircraft within a hangar.
- 4.15. Baggage that is embarked by the pilot may only contain personal items. Commercial cargo is strictly prohibited. It is also forbidden to take pets on board unless prior approval of the president is obtained. In this case, the pilot must provide a special cage for this purpose.