

Top Gun Club Operating Policies

I. PURPOSE

A. General

1. The Operating Policies are established to assist in the routine operation of the Corporation. They are a formal set of guidelines prepared by the Board of Directors. The Operating Policies also provide for a smooth transition and continuity of operations of Boards from year to year. Any changes to the Operating Policies require the approval of the Board of Directors. These policies are binding until changed. The Operating Policies must be followed by all members of the organization.
2. The Operating Policies shall not conflict with the Bylaws. Bylaws are the prevailing document. The membership shall be informed when the Operating Policies are revised. Copies shall be distributed to all Board members. These Operating Rules shall be made available to any club member upon request to the secretary and are available on the Top Gun website.

II. Membership

A. Application for Membership

1. Application for Top Gun membership shall be submitted on an approved membership form available on the Top Gun web site. The applicant shall be notified by the Secretary that the application has been received and accepted. New members shall receive a membership packet upon initial membership acceptance.

B. Privileges and Responsibilities

1. A member is in good standing if his/her account with Top Gun is current by prior to the Annual meeting in January. Members in default may not participate in Top Gun events. A member in default may regain his/her good standing by curing any default in dues, fees, and assessments.
2. All Pilot and Official members aged 16 or older in good standing are eligible to vote on each matter submitted to a vote of the general membership.
3. All Pilot and Official members are expected to pay all applicable fees, dues, and assessments. Members are also expected to attend General meetings. Members are expected to participate in the nomination and election of officers and directors, participate on committees, and support club-sponsored activities. Members are expected to direct any comments, complaints, or dissatisfaction about the club's operation to the Board as a whole or to individual Board members. Formal complaints shall be in writing.

C. Fees and Dues

1. The dues period is from January 1 through December 31. Members joining during the year shall pay the full dues amount. Dues are not prorated.
2. Annual dues are \$50 for Pilot membership and \$5 for Official membership. Lifetime membership is \$500. A pilot may also be an official member and vice versa, if so inclined,

provided they hold a current private or commercial hot air balloon pilot certificate. Double membership will only receive one vote in elections, or any matter voted upon.

III. Meetings

A. Schedule

1. Annual, General, and Board of Directors meetings shall be held as stated in the Bylaws.

B. Board of Directors Meetings

1. All board meetings shall be open to members in good standing. In rare instances, such as the award selection process or disciplinary action proceedings, portions of the Board meetings can be restricted to Board members only (Executive Session).
2. Board meetings are generally held on the 2nd Tuesday of each month at 6:15pm, which may be amended by the Board of Directors at any time.
3. The January Board Meeting shall be a joint meeting which includes all the incoming and outgoing Board members. For continuity, the out-going Board members shall retain full voting privileges until the conclusion of regular (old) business. Incoming Board members shall not have voting privileges until formal transition of rights and responsibilities has occurred. Formal transition of rights and responsibilities shall be made at the conclusion of regular (old) business and prior to adjournment. In the case of a retiring President, he/she shall conduct the meeting until the formal transition of responsibilities. The incoming President shall chair the remainder of the meeting (new) business.

IV. Board of Directors

A. General

1. Are expected to operate the club effectively and efficiently and to be responsive to the needs and wishes of the membership as a whole.
2. Are expected to attend board meetings, General meetings, and appropriate committee meetings.
3. Are expected to receive and respond to any and all complaints directed to the board by club members.
4. After expiration of their terms, to assist in the transition of responsibilities, board members are expected to provide requested assistance to the new board members in their operation.
 - a. All pertinent materials and equipment shall be passed on to the new board member.

B. Liaison Duties

1. Members of the board elected to serve as liaisons to each standing committee shall be responsible to:
 - a. Appoint a committee chairperson. The board member may be the chairperson, if in the club's best interests.
 - b. Assure the committee meets as necessary and is performing its assigned tasks.
 - c. Report committee activities to the board and report board decisions and/or requests to the committee.
 - d. Work with the committee to prepare budgets, if applicable.
 - e. Act as an advocate for the committee, bringing questions and/or problems to the board for resolution.

C. Officer Responsibilities

In addition to the powers and duties stated in the Bylaws, the Officers of the Board shall have the following responsibilities:

1. The President Shall:

- a. Assure that the Board, through its activities and through the committee structure, is responsible to the needs and wishes of the membership and that required tasks and functions are being performed.
- b. Be readily available to board members, committee chairperson, liaisons, and attend committee meetings when requested.
- c. Assure that the selection process, as well as the purchase of trophies/plaques is carried out each year for club awards. This includes affixing the Club Champion's name on the Top Gun trophy located at the Balloon Fiesta Museum.
- d. Assist the new President as requested, during the year after his/her term has expired,
- e. Be responsible for correspondence with such individuals or organizations as may have business with the club.
- f. Answer inquires or directs the inquiry to the appropriate person(s) for action.
- g. Before the November Board meeting solicit a club member to serve as the Nominations Chairman. Assure that the nomination and election process is conducted in an organized and efficient fashion.
- h. Appoint the Vice President to assume these responsibilities in the event of his/her absence.

2. The Vice President Shall:

- a. Act as President in the absence of the President and shall be "Liaison at Large" and attend committee meetings as necessary.
- b. Shall be the "Responsible Individual" designee for the Top Gun annual waiver approved by the FAA.
- c. Responsible for submitting FAA form 7711-2, Application for Certificate of Waiver and supporting documents to the FAA by October 15th of each year to be effective for the following year.
- d. Responsible for communicating the provisions of the waiver to the membership and working subsequently with the scoring team to ensure monitoring and compliance with the waiver during Top Gun events.

3. The Secretary Shall:

- a. Take minutes of all board, general, and annual meetings. These minutes shall be distributed to board members for review within one week after the meetings. The minutes shall include all motions passed or denied. Copies will be distributed to the board members at the next board meeting. Prepare a summary of the board meeting and send to all members on a monthly basis. Once the minutes are approved by the board, they will be made available to any Top Gun member upon request.
- b. Ensures all notices are duly given in accordance with the provisions of the By-Laws, as required by law, or as provided in our FAA waiver. This includes emailing the FAA

within 24 hours of each event to inform them of the event, estimated number of pilots, remote login to attend the pilot briefing virtually, and task sheet if available., and subsequent emailing the participant list to the FAA within 5 days after the event.

- c. Be custodian of the official copies of the By-Laws and all Top Gun corporate records, except financial records.
- d. Receive and review new applications for membership as submitted on the website. A permanent file of all completed applications shall be retained by the Secretary. Membership in Top Gun is considered active upon submittal of a membership application and payment of dues up to and including sign in before an event briefing.
- e. Be responsible for maintaining accurate and up-to-date membership data. This data shall include a current list of all members, type of membership, addresses, phone numbers, and other relevant data as necessary to ensure compliance with the club's FAA waiver. This data is to be used for reporting monthly to the board, generating election ballots, billing members for dues, assessments, and fees, and ensuring compliance with the club's FAA waiver. and the LOA with ATCT. Notifies the ABQ ATCT by email at 9-AJO-AJT-ABQ-Balloon@faa.gov the information required under the LOA for any new members added since the LOA was submitted.
- f. Issue to all new members a membership packet that includes a letter of welcome and a new member packet to include member website access, orientation to training materials, and other information that may be of interest or benefit to a new member.
- g. Receive and maintain all publications received by the club, such as educational reference materials and historical reference materials. All materials shall be available to the membership on the Top Gun website for use and reference.
- h. Appoint another Board member to assume these responsibilities in the event of his/her absence.
- i. Work with the Executive Committee as needed providing materials and assistance to help perform their duties.
- j. Work with the Flight Event Director on a monthly basis to communicate with the membership to ensure a successful monthly event.
- k. Work with the web master and social media custodian to ensure Top Gun's public facing media tools are updated with accurate and timely information.
- l. Ensure that an electronic depository in Drop Box is maintained and backed up with all materials, documents, spreadsheets, and files utilized by the Club.

4. The Treasurer Shall:

- a. Be responsible for the club's financial management.
- b. Ensure that funds of Top Gun shall be deposited at least monthly in a board approved financial institution insured by the Federal Government.
- c. Accurately maintain and balance club accounts and obtain new signature cards for authorized signers as approved by the board.
- d. In November each year, working with the board and committees, prepare and submit an annual proposed budget to the board for review and approval.

- e. Monthly, prepares the bank reconciliation and reports the bank balance and Cash In/Cash Out to the Board of Directors. Retains hard copy originals and uploads a copy of the monthly bank statement, credit card statement, and Merchant Services statement into the appropriate folder in the Drop Box repository.
- f. Quarterly, prepares a year-to-date income statement for the current year, budget, and last year. Retains hard copy originals and uploads a copy into the appropriate folder in the Drop Box repository.
- g. Pay all obligations of the club in a timely manner based upon required documentation. Reimburse club members for expenses related to the club's business or operation. Ensure all income and expenditures have been approved by the board and are accompanied with the appropriate supporting documentation such as an invoice, written receipt, or contract.
- h. Prepare and submit all required State and Federal forms as required by law. May enlist the services of a professional accountant, if necessary.

D. Board Appointed Positions

The Board of Directors may, as needed, appoint individual members to perform functions that are important to the Club.

1. Nominations Chairperson Shall

- a. Form a Nominating Committee consisting of at least three (3) club members including the chairperson. The purpose of the Nominating Committee is to form a slate of Board of Directors candidates for the annual election. The committee shall be made up of volunteers and/or members solicited by the Board of Directors and/or the chairperson. The President shall be an ex-officio committee member. No committee member may be running for an open Board position. If the President is running for an open Board position, the President's ex-officio responsibility shall transfer to the Vice-President. If the Vice-President is running for an open Board position, then another continuing Board member shall be selected.
- b. Names may be placed in nomination only with the consent of the nominee, and nominees must be in good standing with the Club.
- c. Additional nominations may be taken up until 7 days prior to the Annual Meeting. Nominations shall not be accepted from the floor during the Annual Meeting.
- d. One week prior to the Annual Meeting an information sheet containing up to ½ page information about all the candidates with photo, as submitted by each candidate, shall be distributed to the membership via email.
- e. The election will be taken by secret ballot submitted via Cognito forms at the Top Gun annual meeting in January. The ballot will list all known nominees for the Board and will include space for write-in votes. If there are any issues with online voting, written ballots should be available as a back up.
- f. The Nominating committee shall be responsible for counting ballots, verifying that all ballots are valid by comparing to the official Top Gun membership list provided by the Secretary. This will occur at the January Annual Meeting.

2. Jury President

- a. As per the Top Gun Competition rules Chapter 4.3.3, the Top Gun Board of Directors shall select a Jury President. The Jury President shall be appointed by the new

Board at the Annual Meeting after the Officers have been elected. The Jury President shall serve for the then current calendar year. The Jury President shall serve in such a capacity as prescribed in Chapter 4.3. If the Jury President is not available to preside when such duties are required, or in the event of a conflict of interest, the Flying Events Director shall perform such duties. If the Flying Events Director is unavailable or has a conflict, then any Top Gun Board member may fulfill the responsibilities of the Jury President.

E. Standing Committees

1. General

- a. Many business activities of the club are managed by a set of standing committees.
- b. Each committee chairperson shall call the meetings, coordinate the activities, and submit minutes and/or reports to the board liaison for reporting to the board.
- c. All committees are expected to meet monthly or as necessary to fulfill their obligations.

2. The Communications Committee

- a. Responsible for keeping the Top Gun website and Facebook pages current.
- b. Responsible for the maintenance and security of the club's website. The website is to inform members and interested non-members about the business and activities of the club. The Facebook pages should link back to the website and vice versa.
- c. At a minimum the website shall contain information about the club, education resources, flying event schedules, special event notifications, competition rules, sponsors, and a member only area. Additional information may be added to the site as warranted by the needs of the Club.
- d. Ensure no personal or private information regarding members may be placed on the website or Facebook without their expressed permission. It is understood that officers e-mail addresses will be listed on the website.
- e. Decide on the appearance and layout of the website but should consult with the board for questions on functionality and/or changes/upgrades which require the expenditure of money.
- f. Meet as necessary to keep the sites current.
- g. Solicit information or data from members and the club's standing committees for inclusion on the website and determine deadlines for the submittal of such information or data.

3. The Education Committee

The purpose of the Education Committee is to keep the members of the club and the interested public informed and educated on safety, operation, and regulatory aspects of the sport of hot air balloon competition. This shall be accomplished by offering safety, regulatory, and competition seminars, reading materials, videos, and seminars warranted by the need of the club membership.

- a. The Education Committee shall:
 1. Work with the Communications Committee and Secretary in preparation of educational materials to make available on the website and to include in the New Member packet as appropriate.

4. Flying Events

The purpose of the Flying Events Committee is to provide opportunities for competition and the improvement of flying skills to members in good standing of the club.

- a. The Flying events committee shall
 1. By the end of December each year publish an annual schedule of event dates which coincide with the club's FAA waiver. This schedule should be listed on the website.
 2. Appoint Monthly Event Directors (ED), scorers, safety and other officials as required in the Top Gun Balloon Flight Operations Manual.
 3. Solicit commitments, and schedule Monthly Event Directors for February thru January of the upcoming and following year by no later than the end of January, ~~if possible~~. Publish the list on the website on the same page as the schedule of events. Update website as necessary. An ED commitment is not necessary for the May event, as that month is reserved for the Rio Grande Classic and will be assigned by the Special Events Committee.
 4. Work with the Special Events Committee in the planning and execution of the Rio Grande Classic, and if requested, may assist in setting pilot criteria and in enforcing safety measures for the event.
 5. For all Monthly competitions, ensure that a NOTAM for the event is called into the FAA Leidos Flight Service at (877) 487-6867 of the date, time, area, altitudes, nature of the activity and duration of the event at least 48 hours, before the event, but no more than 72 hours before. (Example: Balloon Flying Event, 2/19/23, 1345-1745, Within a nine (9) NM radius of the ABQ VOR 025 Radial/12 DME fix (N35.20/W106.70), from the surface up to and including 10,000 feet MSL. Once called in, verify that the NOTAM is posted to the Leidos website.
 6. Provide to each Event Director the standard TASK Sheet format and any other information or assistance, as needed. Verify that printed copies of the task sheets are available the morning of the event. Communicate to the Event Directors the full scope of duties as listed below.
- b. The Event Director shall
 - a. Coordinate with the Measuring Team in advance of each event to ensure target locations are identified and will be adequately set up and staffed.
 - b. Event Directors must be physically present to conduct the event. Event Directors may fly in competition, but must be available for communications during competition, and must be physically present after competition, at a minimum until all loggers have been downloaded.
 - c. As provided in our waiver, the Event Director shall notify the Albuquerque ATCT by calling (505) 856-4935 thirty (30) minutes prior to the launch. The Event Director shall inform the Albuquerque ATCT of the number of balloons that are expected to launch and the anticipated direction of flight.

5. Measuring and Scoring

The Measuring Team are Target Officials assigned to establish the competitor's results and possible rule violations at physical targets. The Scoring Team collects logger data and target measurements from the Measuring Team to enter into the scoring program to produce overall scores.

- a. The Measuring Team shall
 - 1. In all tasks having set goals or targets
 - a. The Target Officials will coordinate individuals to staff the targets.
 - b. Locate target as defined in the task sheet coordinates and set up targets.
 - c. The Target Officials will measure the results by tape within the Marker Measuring Area (MMA) or scoring area.
 - d. Results of measurements are turned into the Scoring Team.
- a. The Scoring Team shall
 - 1. Collect the loggers and download the data from each into the scoring program.
 - 2. Enter target measurements received from the scoring team into the scoring program.
 - 3. Identify any rule violations from the logger data and those provided by the scoring team applying penalties as required.
 - 4. Produces provisional and final scoring results as provided in the Top Gun rules.
 - 5. Reports final results to the BFA/HACD to post to the NEL.
 - 6. Updates the Top Gun Ranking sheet with each month's final results.

6. Rules Committee

The Rules Committee is responsible for annual review of the Top Gun Operations Manual, Competition Rules, and Club Championship rules, and for making recommendations of any updates or changes to the board for approval.

- a. The Rules Committee shall
 - 1. Review the BFA/HACD operating rules for any changes made during the calendar year and assess applicability to the Top Gun Rules.
 - 2. Receive feedback and suggestions from the membership for rule changes.
 - 3. After considering any rule changes, present to the board recommendations for rule changes to be approved. Note: all changes will become effective going forward, not retroactively, unless approved by the board.
 - 4. Rule changes should be submitted to the board for approval by the April board meeting. Generally, any changes shall become effective at the beginning of the next calendar year unless the board determines otherwise.

7. Rio Grande Classic Committee

The Committee is responsible for the organization and operation of the Rio Grande Classic event.

- a. The RGC Committee shall
 - 1. Coordinate with the Flying Events committee for assistance in setting pilot criteria and in enforcing safety measures during the Rio Grande Classic, as well as the use of scoring equipment such as targets and baggies.
 - 2. Work with the Treasurer to ensure that a budget is established consistent with the club's annual budget entry for the event. Effort should be made to make the event profitable but should at least break even.

3. Make appropriate arrangements for all aspects of conducting a three-day event that include local and out of town pilots, sponsors, a qualified Event Director, locations for briefing, targets, scheduling, etc. A chart of activities should be kept ensuring the event preparation tasks are being completed and for utilization in subsequent years by the committee for planning the next event.
 4. For the Rio Grande Classic, pilots will be assigned a number based on the order of application except for #1 which shall be reserved for the previous year Rio Grande Classic champion. Other numbers may be assigned as necessary.
 5. Selects and orders recognition awards for the prize winners in the event.
- 8. Special Activities Committee**
- a. Special activities are at the discretion of the Board but should reflect the needs and wishes of the club membership. Activities may include but are not limited to organizing the annual meeting in January, Monthly Event breakfasts, tailgate sponsorships, etc.

9. Merchandise Sales Committee

The purpose of Merchandise Sales Committee is to acquire and sell club logo merchandise and other items for club fundraising. Ideas for merchandise shall be left to the discretion of the committee but require the support of the general membership for maximum benefit.

1. Items being sold should be priced for more than cost but should be reasonably priced for our members and others who support Top Gun.
2. Anticipated inventory purchases should be reported to the board liaison to inform and/or obtain approval from the board before purchasing.
3. Merchandise items should be marketed online via the website, or on Facebook, and at club events.
4. Working with the Treasurer, establish tax exempt status with vendors to avoid having to pay gross receipts tax when purchasing products.
5. Receipts from the sale of merchandise should be delivered at least monthly to the Treasurer via Square for credit card purchases or in the form of a check made out to Top Gun along with a listing of what has been sold.
6. Maintain an accurate inventory of merchandise on hand considering beginning inventory, purchases, sales, and ending inventory. Quarterly, provide the Treasurer with a detailed list of merchandise inventory on hand with quantities and cost and a recap of sales and inventory transactions for the quarter showing gross profit.

V. Top Gun Club Championship and Rookie of the Year

A. Rules

1. Top Gun event scoring will be by method of proportional scoring as described in the Top Gun Rules as of our annual meeting that year.
2. Results from Top Gun flight operations are provided to the BFA per their guidelines for entry into their National Eligibility Listing. All HACD scores will be submitted to the BFA unless otherwise stated in writing as determined by the Top Gun Board of Directors.
3. To qualify for year-end Top Gun Championship ranking or Rookie of the Year a pilot must fly and receive competition points in a minimum of one-third (33.33%) of all Top Gun tasks

called during the year plus (3) three weekends. Points assigned under rule 14.5.7 are not included, but the task called is counted for participation. The Top Gun ranking will be determined by utilizing the same methodology used for the BFA/HACD National Eligibility List (NEL), except proportional scores, not positional, will be utilized.

4. To be eligible for Rookie of the Year a pilot may not have qualified for it in any previous year.
5. Any Top Gun Member that who agrees to be Event Director and elects to stay on the ground and not fly, mentor in Basket with another member, or conduct a training class attached to a sanctioned event, will be credited for an event participation and the # of tasks that were called for that weekend without score. Member may only receive this credit once per year.

Top Gun Operating Policies Document Change Log

Approval Date	Page(s) Affected	Section(s) Affected	Description of Revision
12/14/2022	All	All	Operating Rules Adopted by the Board
12/14/2022	2	II.C.2	Added, Lifetime Membership, \$500.00.
03/14/2023	1	I.A 1 & 2	Replaced the word Rules with Policies
03/14/2023	1	II.B.2	Added must be 16 or older to vote
03/14/2023	2	III.B.2	Changed monthly Board meeting to the second Tuesday of each month.
03/14/2023	7	IV.E.4.a 3	Added ED's should be scheduled February thru January
03/14/2023	7	IV.E.4.b4	Eliminated the requirement that the ED notify the ATCT per the LOA; because, the requirement has been waived for Top Gun events.
03/14/2023	7	IV.E.4.a5	Added details to call in a Notam as per Top Gun waiver requirements and corrected phone number to call.
12/12/2023	5	IV.D.2.	Added appointment by the Board of Jury President each January.