

OPERATING RULES OF THE ALBUQUERQUE AEROSTAT ASCENSION ASSOCIATION

A Non-profit Corporation

Date of last revision: 05/17/2010

I. PURPOSE

A. General

1. The Albuquerque Aerostat Ascension Association (AAAA) Operating Rules are required by the Corporation Bylaws in Article III, Section 7.E.3. The Operating Rules 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 Rules also provide for a smooth transition and continuity of operations of Boards from year to year. Any changes to the Operating Rules require the approval of the Board of Directors. These rules are binding until changed. The Operating Rules must be followed by all members of the organization.

2. The Operating Rules shall not conflict with the Bylaws. Bylaws are the prevailing document. The membership shall be informed when the Operating Rules 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 AAAA website.

II. MEMBERSHIP

A. Application for Membership

1. Application for AAAA membership shall be submitted on an approved membership form. This form shall be available from the Membership Committee chairperson and shall be published in the club roster and periodically in the Cloudbouncer. The form shall be available on the AAAA web site. The completed membership application shall be submitted to the Membership Committee chairperson along with the appropriate fees, dues and assessments. Applications shall be reviewed and voted on by the Board at their next scheduled Board meeting. Following the meeting, the applicant shall be notified by the Membership Committee chairperson of acceptance or rejection. New members shall receive a membership packet upon initial membership acceptance.

2. Honorary membership shall be granted sparingly, upon approval of the Board, to recognize individuals whose contribution to the hot air ballooning community has been outstanding and extraordinary. Winners of the Sid Cutter award are automatically awarded an honorary membership. Honorary members

are not assessed initiation fees or annual dues and are granted full voting privileges. Honorary membership privileges do not extend to the member's spouse or dependents.

B. Privileges and Responsibilities

1. A member is in good standing if his/her account with AAAA is current by January 30. A delinquent member shall lose their good standing and become a member in default if their account with AAAA is not paid by March 1, and will be removed from the list of members in good standing. A member in default may regain his/her good standing by curing any default in dues, fees, and assessments. New members are automatically in good standing upon acceptance of their application by the Board of Directors.
2. All Regular or Family members in good standing are eligible to vote on each matter submitted to a vote of the general membership. Junior members are not eligible to vote. A junior member is a child under the age of 16. (Specific rules for voting procedures are addressed in Appendix C.
 - a) A regular member may sponsor as many junior members as they wish.
3. All regular and family 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, support club-sponsored activities, and vote on motions. 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. Preferably, these comments should be in writing.
4. Corporate Membership. Appendix A

C. Fees and Dues

1. The dues period is from January 1 through December 31. Members joining during the year shall pay the initiation fee and the dues amount, as well as any other assessments. The amount of any dues and assessments is determined by the Board of Directors in accordance with the Bylaws, Article V, Section 2.
2. Annual dues: **Regular** Members \$30.00, Family Members over age 16 (same household) \$5.00 each. Junior Members (under age 16) no cost. **Single payment dues: Regular Life Member: \$500.00. Family Member added to Life Membership \$250.00 each.**
3. Corporate Membership **annual** fees: Platinum \$750.00, Gold \$325.00 and Silver \$175.00. Benefits in Appendix A.

III. MEETINGS

A. Schedule

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

B. Addressing the Membership

Individuals wishing to address the membership at a General meeting may do so only upon prior approval of the officer conducting the meeting. Those addressing the meeting shall do so not for the purpose of solicitation. The officer conducting the meeting may, at his/her discretion, terminate the speaker at anytime he/she feels the speaker is in violation of their speaking privileges. Furthermore, under no circumstances may a speaker relinquish the rostrum to another speaker without the prior approval of the officer conducting the meeting.

C. Solicitation at General Meeting

Solicitations at General meetings are not allowed, with the exception of AAAA activities, unless prior approval has been granted by a majority of the Board of Directors. Exceptions to this rule have been granted in the past to such organizations as the Albuquerque International Balloon Fiesta, the Valencia Flying and Retrieval Society, Top Gun, Balloon Federation of America and the Anderson-Abruzzo Albuquerque International Balloon Museum and/or Museum Foundation.

- a. To allow businesses to talk about their business as long as information is balloon, aircraft or flight related. They may not ask for sales, talk about pricing in any form or talk about another business.

D 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. (See Appendix B for general guidelines on Board Meetings.)
2. A schedule of the board meetings shall be published in the December Cloudbouncer. Date changes and/or special meeting shall be accomplished in accordance with the Bylaws, Article VIII, Section 3.
3. The April 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. Is 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. Is expected to receive and respond to any and all complaints directed to the board by club members.
4. After expiration of their terms, board members are expected to provide requested assistance to the new board members in their operation and management of the club.
 - 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.
 - 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.
 - e) Act as an advocate for the committee, bringing questions and/or problems to the board for resolution.

C. Officer Responsibility

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 nomination, evaluation, selection process, as well as the purchase of plaques is carried out each year for club awards. (See Appendix F for details on club awards.)
 - 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.
 - 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) Direct the program presentation at general meetings. Because of this responsibility, the Vice President is usually the liaison and committee chairperson for the Program Committee.
 - i) The Program Committee is responsible for presenting the program at most general meetings. The programs should generally be educational in nature and can be presented through films/videos, guest speakers, or other suitable format.
 - ii) The program at the September general meeting shall be the "AIBF Pilot Briefing Video". The program at the March annual meeting is the board election.

- c) Appoint another Board member to assume these responsibilities in the event of his/her absence.
3. The Secretary shall:
- a) Take minutes of all board meetings. These minutes shall be distributed to board members for review, before a condensed version is published in the Cloudbouncer. The minutes shall include all motions passed or denied. Copies will be distributed at the next board meeting.
 - b) Take minutes of all general and annual meetings, and submit highlights for publication in the Cloudbouncer.
 - c) Be responsible for membership information related to the election process in accordance with the Bylaws and these Operating Rules. (Appendix C Voting and Election Procedures)
 - d) Post solicitations for the club awards as outlined in Appendix F of these Operating Rules.
 - 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. This data is to be used for generating election ballots, and billing members for dues, assessments, and fees, and shall be provided to the Ways and Means Committee to be used in preparation of the Annual Membership Directory.
 - f) Be responsible for billing members for dues before January 1, notifying delinquent members by the 20th day of February and removing members from good standing by March 1.
 - g) Act as the board liaison to the Membership Committee.
 - i) The Membership Committee shall issue membership applications to members and prospective members upon request. The Membership Chairperson shall receive and review new applications for membership. These completed applications shall then be forwarded to the Secretary for board review and approval at the next scheduled board meeting. A permanent file of all completed applications shall be retained by the Secretary. The Membership Chairperson will inform all applicants of acceptance or rejection.
 - ii) The Membership Chairman shall issue to all new members a membership packet that includes a letter of welcome, a membership card (one for each member), a membership directory

(one per household), and other items as added from time to time (one per household).

h) Receive and maintain all publications received by the club, such as other club's newsletters, educational reference materials, historical reference materials, and a complete collection of the Cloudbouncer. All materials shall be available to the membership for use and reference. Maintain a system to assure that borrowed materials are returned in a timely manner.

i) Appoint another Board member to assume these responsibilities in the event of his/her absence.

4. The Treasurer Shall:

a) Be responsible for the club's financial management.

b) Insure that funds of AAAA 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 (board officers) by the May Board Meeting.

d) Prepare a monthly trended statement for board meetings. This statement shall be distributed to board members for review prior to each monthly board meeting. Prepare a Profit and Loss statement for quarterly publication in the Cloudbouncer. Prepare annual financial statement for presentation to the board at least once a year.

e) Present the annual proposed budget to the membership at the May General meeting and submit a copy of the approved budget to the Cloudbouncer for publication in June.

f) Pay all obligations of the club in a timely manner based on required documentation. Reimburse club members for expenses related to the club's business or operation. Insure all income and expenditures are accompanied with the appropriate voucher and documentation Appendix E.

g) Enlist the services of a professional accountant who prepares all required State and Federal forms as required by law.

h) Provide the board with guidelines for separation of finances between The Albuquerque Aerostat Ascension Association and the AAAA Education Foundation for inclusion in the Operating Rules Appendix D.

- i) Follow an established protocol (Appendix E Voucher System) for receipt of funds and expenditure or reimbursement of club/committee expenses.
- j) Appoint a Board Officer to assume these responsibilities, including check writing, in the event of his/her absence.

D. Standing Committees

1. General

- a) The business and activities of the club are principally managed by a set of standing committees.
- b) Each committee liaison shall select a chairperson who shall call the meetings, coordinate the activities, submit minutes and/or reports to the Cloudbouncer each month and report to the membership at general meetings.
- c) The Board Liaison may be the committee chairperson, if this is in the club's best interest.
- d) All committees are expected to meet monthly or as necessary to fulfill their obligations.

2. Community Relations and Communications

The purpose of the Community Relations and Communications Committees is to provide a liaison between the club and the general public of the greater Albuquerque area. This includes interactions with individuals, local governments and other agencies as required. The objective is to provide club members with a safe and amicable flying environment on a year-round basis, and to help educate the general public about the sport of ballooning.

- a) The Community Relations Committee Shall:
 - i) Coordinate presentation of available public relations materials when requested and/or as deemed appropriate.
 - ii) Serve as a central point of contact for handling requests from community for balloon displays, tethers for charitable or nonprofit organizations.
 - iii) Strive to produce a positive image of ballooning through the media and to work with other committees to assure special events gets appropriate community recognition.

- iv) Inform the membership of actual and potential problems relating to the use of takeoff and landing sites in the greater Albuquerque area.
 - v) Be responsible for responding to complaints received on the landowner hotline. The board, as well as the responsible balloonist, if known, shall be informed of the complaint and, if necessary, both shall be involved in the resolution of the complaint and /or dispute, weather a club member or not.
- b) The Communications Committee shall consist of two subcommittees; the Cloudbouncer sub-Committee and the Website sub-Committee. The Cloudbouncer Chairperson and the Editor may be the same person or the duties may be split between two or more club members. The Web site Chairperson and the Webmaster may be the same person or the duties may be split between two or more club members.
- i) The Cloudbouncer Sub-Committee Shall:
 - (a) Be responsible for assembling, printing, distributing the club's monthly newsletter, the Cloudbouncer, to members in good standing as well as other balloon clubs and organizations. The primary purpose of the Cloudbouncer is to inform members of club business and activities. In addition, educational and safety articles are very important component of the Cloudbouncer.
 - (b) Meet as necessary to produce 12 monthly issues each year.
 - (c) Time the publication of each monthly issue so it is received by the membership prior to that month's general meeting because it serves as the official notice of the date, time and place of the meeting along with other important membership notifications.
 - (d) Set advertising and subscription rates, and assures that payments are received in a timely manner and forwarded to the club Treasurer.
 - ii) The Web site Sub-Committee Shall
 - (a) Be responsible for the maintenance and security of the club's web site. The primary purpose of the web site is to inform members and interested non-members about the business and activities of the club.

(b) At a minimum the website shall contain information regarding upcoming education seminars, round schools, flying event schedules, chase crew activities, and special event notifications. Additional information may be added to the site as warranted by the needs of the Club.

(c) Insure no personal or private information regarding members may be placed on the website without their expressed permission. It is understood that board members and committee chairs phone numbers and e-mail addresses will listed on the site.

(d) Decide on the appearance and layout of the website, but should consult with the board for questions on functionality or changes/upgrades which require the expenditure of money.

(e) Meet as necessary to keep the site current.

(f) Solicit information or data from each of the club's standing committees for inclusion on the website and shall determine deadlines for the submittal of such information or data.

3. Crew Development

The purpose of the Crew Development Committee is to coordinate involvement, education, and recognition for chase crew (non-pilots) in the club and community.

a) The Crew Development Committee shall:

i) Establish a club youth balloonist subcommittee and its efforts shall be coordinated and overseen by the Crew Development committee.

ii) Work closely with the Education Committee to ensure that there is not a duplication of effort. The committee shall also work closely with other ballooning/crew groups to maximize efforts on behalf of promoting chase crew development.

4. Education

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 ballooning. This shall be accomplished by offering safety and regulatory seminars, private and

commercial pilot ground schools, and instructor refresher seminars, as well as any other seminars warranted by the need of the club membership.

- a) The Education Committee shall
 - i) Offer these seminars at a reasonable cost to the membership and non-members.
 - ii) Offer for sale books related to the safety, operational and regulatory aspects of the sport of hot air ballooning.
 - iii) Support the Crew Development Committee in its training efforts by coordination student registration and providing instructors and/or equipment, as needed.

5. 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. Whether the events are formal, informal, local or out-of-town shall be the decision of the committee members.

- a) The Flying Events Committee shall:
 - i) Publish an annual schedule of event dates in the January Cloudbouncer. If date changes are required due to unforeseen circumstances the Flying Events chairperson shall make every effort to coordinate with other committees to avoid potential conflicts.
 - ii) Appoint such scorers or other officials as deemed necessary to run events.
 - iii) Work with the Special Events Committee in the planning and execution of the Friends and Lovers Rally and, if requested, may assist in setting pilot criteria and in enforcing safety measures enforcing the rally.

6. Special Events

The Special Events Committee is responsible for the organization and running of all AAAA special events.

- a) The Special Events Committee shall:
 - i) Insure major special events should not conflict with other major club events or balloon rallies outside of

Albuquerque, when the potential exists for lack of club participation.

ii) Select activities are at the discretion of the committee, but should reflect the needs and wishes of the club membership. Activities may include, but are not limited to: AAAA Fiesta Pilot Tent and the Friends and Lovers rally.

iii) Coordinate with the Flying Events committee for assistance in setting pilot criteria and in enforcing safety measures during the Friends and Lovers Rally, as well as the use of scoring equipment such as targets and baggies.

7. Ways and Means

The purpose of the Ways and Means Committee is to plan and organize fund raising events for the club. Ideas for fund raisers shall be left to the discretion of the committee but require the support of the general membership for maximum benefit.

a) The Ways and Means Committee shall:

i) Be responsible for production and distribution of the Annual Membership Directory, which is to be distributed by June. The directory is a means of raising funds through sale of advertisements, the price of which shall be determined by committee members.

(a) At a minimum the Directory shall provide a list of current members in good standing, their addresses and phone numbers and shall identify Honorary Members. The Directory shall contain a list of current Officers and Board members. This information shall be supplied to the committee by the Secretary.

E. 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 five (5) club members including the chairperson. The purpose of the Nominating Committee is to form a slate of Officer and 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.

- b) Names may be placed in nomination only with the consent of the nominee. More than one nominee per position is desirable; however, one candidate per position is acceptable.
- c) Additional nominations may be taken from the floor at the January and February General meetings
- d) The Nominations chairperson shall present the slate of candidates that they have compiled to the Board at the February Board meeting.
- e) The February and March issues of the Cloudbouncer shall list the slate compiled by the Nominations committee. An information sheet containing up to ½ page information about all the candidates, as submitted by each candidate, including those nominated from the floor at the February General meeting shall be included with the ballots.
- f) The election will be taken by secret ballot, which lists all known nominees for all positions and will include space for write-in votes. The ballot will be mailed to all members in good standing as of the last day of February.
- g) The Nominating committee shall be responsible for counting ballots following verification by the Secretary. This will occur at the March Annual Meeting. (See Appendix B for specific instructions regarding election procedures.)

F. Related Flying Organizations

- 1. Albuquerque International Balloon Fiesta

An individual representing the Albuquerque International Balloon Fiesta (AIBF) having close ties with AIBF and shall be able to report to the membership about new developments, upcoming events, and other AIBF activities that club members may be interested in.

- 2. Balloon Federation of America

It is recognized that that Balloon Federation of America (BFA) acts and speaks for the US Ballooning community and it is therefore important for AAAA members to be informed of the BFA's activities. An individual representing BFA is welcome to keep the club informed of BFA activities.

- 3. Federal Aviation Administration

The club recognizes the importance of a close and amicable relationship with the Federal Aviation Administration (FAA), and in particular, the Albuquerque Flight standards District Office (FSDO). AAAA welcomes

FAA personal to Board and/or general membership meetings with any matters that need attention from the club and its members

4. Anderson/Abruzzo Albuquerque International Balloon Museum and Foundation

The club supports the Anderson/Abruzzo Albuquerque International Balloon Museum and its Foundation. Representatives from both the Museum and Foundation shall be able to report to the membership about new developments, upcoming events, and other activities that club members may be interested in.

5. Other Club Liaisons

The State of New Mexico and the Albuquerque area have a number of ballooning organizations. It is important for AAAA to maintain good working relationships with these other ballooning groups. Some of these organizations', such as Top Gun, and the Valencia Flying and Retrieval society, include significant numbers of AAAA members and therefore it is important to coordinate and share information concerning these club's activities with the membership. AAAA members of these other organization may report on these club activities to the general membership as well as reporting AAAA activities back to these other organizations.

V. AWARDS

General

The club has four major awards. These awards are named after dedicated club members. All four awards are presented annually. However, the board of directors may waive any award in a year that no nominated individuals are selected. Specifications for each award can be found in Appendix F- Award Summaries.

A. Sid Cutter Award

1. The Sid Cutter Award is a traveling trophy presented annually in Sid Cutter's name by the club to a person who has made an outstanding contribution to the sport of ballooning. The recipient should be an individual whose extraordinary dedication has benefited the hot air ballooning community as a whole. The award should be presented to someone whose actions and efforts are not otherwise widely publicly recognized.

2. Written nominations for the award shall be requested from the ballooning community as a whole through announcements in trade magazines, the Cloudbouncer, and other known publications from June to August. Nominations shall be submitted to the club's Board of Directors prior to August 31. The board

shall select the recipient of the award at the September board meeting. The award is normally presented during the Albuquerque International Balloon Fiesta Awards Banquet. Identity of the recipient shall be known only to the board until presentation.

3. Recipients of the Sid Cutter Award are automatically awarded honorary membership in the club. The traveling portion of the trophy was retired in 1993 and is displayed at AIBF. The recipient receives a personal replica of the trophy.

B. Bob Ruppenthal Education Award

1. This award is given in honor of Bob Ruppenthal, a charter member of AAAA, an avid balloonist who chaired the first AAAA Education Committee. First awarded in 1981, the award is made to a AAAA member who has contributed significantly to the education of others in the areas of balloon safety. This person must have contributed significantly in time and effort to balloon education. Examples include active participation in the Education Committee, instruction at ground schools, instruction at safety seminars, and safety seminar development and organization. Education activities can be for AAAA and/or the ballooning community at large.

2. Written nominations shall be solicited in the Cloudbouncer's January and February issues, and shall be submitted to the board of directors of the AAAA by the last day of February. The Board may select a recipient based upon written nominations, and shall be presented the award at the Annual meeting in March.

C. Allen Jones Memorial AAAA Volunteer of the Year Award.

1. This award was formerly known as the AAAA Volunteer of the Year award. The award was renamed in honor of respected AAAA member and volunteer Allan Jones who died in a powerline accident during the 1993 Albuquerque International Balloon Fiesta. The award is presented to a AAAA member who has contributed significantly in time and effort to the operation of the club and/or to ballooning in the community. In addition to contributing significant time and effort, the award recipient must have participated actively on at least one standing committee or had significantly contributed to the bettering or relations between the ballooning community and the public at large.

2. Nominations shall be solicited from Board Liaisons of each Standing Committee at the January and February Board meetings and shall be submitted in writing to the Secretary of the AAAA prior to the last day for February. The board shall select a recipient based upon nominations submitted or they may choose a recipient from the Bob Ruppenthal Award. The award shall be presented at the AAAA Annual meeting in March. No individual may receive both the Bob Ruppenthal Award and the Allan Jones Memorial AAAA volunteer of the year award in the same year.

D. P. R. "Slim" Rowley Crew Award

1. The award is named for P. R. "Slim" Rawley, a AAAA member since 1976 and an avid, dedicated crewmember, who died in 1999. The award is presented to a AAAA member who has contributed significantly to hot air ballooning through such activities as crewmember, observer, scorer, event volunteer, committee member, and general good will ambassador to the community. The award is to go to the "unsung hero" who has gone the extra mile to promote, expand, and support the sport of ballooning.
2. Written nominations shall be solicited in the Cloudbouncer's January and February issues, and shall be submitted to the Board of Directors of the AAAA by the last day of February. The Board may select a recipient base upon written nominations, and shall present the award at the Annual Meeting in March.