

**OPERATING RULES OF THE
ALBUQUERQUE AEROSTAT ASCENSION ASSOCIATION**

A Non-profit Corporation

Date of last revision: 03/27/2023

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 electronically to all Board members. These Operating Rules shall be made available to any club member upon request to the secretary and on the AAAA website.

II. MEMBERSHIP

A. Application for Membership

1. Application for AAAA membership shall be submitted on an approved membership form. The form shall be available on the AAAA website. The completed membership application shall be submitted to the Club Secretary along with the appropriate fees, dues, and assessments. Applications shall be reviewed and voted on by the Board via an e-mail sent by the Secretary. Following the vote, the applicant shall be notified by the Secretary 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 as of 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.)
3. A regular member may sponsor as many junior members as they wish.
4. 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.
5. For Corporate Membership refer to 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 (living in the same household) are \$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 and Benefits are 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 any time 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 International Balloon Museum and/or Museum Foundation.

Organizations may be allowed to talk about their events if information is balloon, aircraft or flight related. They may not ask for sales, talk about pricing in any form or comment on 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 for the coming year shall be published in the December Cloudbouncer and on the AAAA website calendar by the end of December. Date changes and/or special meetings shall be accomplished in accordance with the Bylaws, Article VIII, Section 3.

3. The April Board Meeting shall be a joint meeting that includes all the incoming and outgoing Board members. For continuity, the outgoing Board members shall retain full voting privileges until the conclusion of regular (old) business. Incoming Board members shall not have voting privileges until a formal transition of rights and responsibilities has occurred. The 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 will conduct the meeting until the formal transition of responsibilities. The incoming President shall chair the remainder of the meeting conducting 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.
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.
 - a. After expiration of their terms, Board members are expected to provide necessary and requested assistance to the new board members in their assumption of operation and management of the club. All pertinent materials and equipment shall be passed on to the new board member.

B. 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, and 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 inquiries or directs the inquiry to the appropriate person(s) for action.
 - g) Before the November Board meeting appoints 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.
 - i) Provide timely and appropriate information to the website manager for uploading to the website.
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 chairperson for the Program Committee.
 - a) 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 another suitable format.
 - b) 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 and should include a short program.
 - c) Provide timely and appropriate information to the website manager for uploading to the website.
 - d) 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 electronically prior to the next board meeting.
 - b) Take minutes of all General and Annual Meetings, and

submit highlights for publication in the Cloudbouncer.

- c) Report current membership levels to the Board, and membership monthly. This may be via the Cloudbouncer.
- d) Provide timely and appropriate information to the website manager for uploading to the website.
- e) 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)
- f) Post solicitations for the club awards as outlined in Appendix F of these Operating Rules.
- g) Be responsible for maintaining accurate and up-to-date membership data. This data shall include a current list of all members, type of membership, physical and e-mail 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 the preparation of the Annual Membership Directory.
- h) 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.
- i) Shall receive and review new applications for membership. These completed applications shall then be forwarded to the Board review and approval via email voting. A permanent file of all completed applications shall be retained by the Secretary. The Secretary will inform all applicants of acceptance or rejection.
 - a) The Secretary 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).
- j) 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.
- k) Appoint another Board member to assume these responsibilities in the event of his/her absence.

Commented [KT1]: Here's another place where the "good or delinquent" dates come into play

4. The Treasurer shall:
- a) Be responsible for the club's financial management.
 - b) Ensure 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 statement of expenditures and revenue 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 statements 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. Ensure all income and expenditures are accompanied with the appropriate voucher and documentation as outlined in 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 Appendix D.

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

C. Standing Committees

1. General

- a) The business and activities of the club are principally managed by a set of standing committees.
- b) The committee chair will be the elected chair for that committee or be appointed by the President for ad hoc committees.
- c) All committees are expected to meet monthly or as necessary to fulfill their obligations.

2. Community Relations

The purpose of the Community Relations Committee 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.

The Community Relations Committee Shall:

- a) Coordinate presentation of available public relations materials when requested and/or as deemed appropriate.
- b) Serve as a central point of contact for handling requests from the community for balloon displays, and tethers for charitable or nonprofit organizations.
- c) 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.

- d) Inform the membership of actual and potential problems relating to the use of takeoff and landing sites in the greater Albuquerque area.
- e) 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, whether a club member or not.
- f) Provide timely and appropriate information to the website manager uploading to the website and the Cloudbouncer editor for publication.

Commented [KT2]: These should be at the top of the list of duties.

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.

The Crew Development Committee shall

- a) Co-ordinate crew games at Flying Events. Frequency of games to be determined by the committee.
- b) Support Special Events Committee as needed, particularly with the Jingle Bell non-rally and the Friends and Lover's Rally.
- c) Coordinate with AIBF for Navigator Seminars which may include but is not limited to:
 - 1) contact balloon pilots for hands on experience for first time navigators
 - 2) communicate with the AIBF navigator coordinator for use of the public safety building.
 - 3) compile or create educational materials for seminar
 - 4) contact speakers for seminar topics
 - 5) contacting participants in the seminar as needed.
 - 6) contacting the City of ABQ regarding use of field, sprinklers, etc.
- d) Ask for nominations for the AAAA Crew Member of the Year award in the time frame specified by the current year's schedule.
- e) Provide timely and appropriate information to the website manager uploading to the website and the Cloudbouncer editor for publication.

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.

The Education Committee shall:

- a) Offer these seminars at a reasonable cost to members and non-members.
- b) Offer for sale books related to the safety, operational, and regulatory aspects of the sport of hot air ballooning.
- c) Support the Crew Development Committee in its training efforts by coordinating student registration and providing instructors and/or equipment, as needed.
- d) Provide timely and appropriate information to the website manager uploading to the website and the Cloudbouncer editor for publication.
- e) Establish a club youth balloonist subcommittee and its efforts shall be coordinated with the Crew Development committee.
- f) Solicit nominations for the Bob Ruppenthal Education Award annually per the guidelines in these Operating Rules.

Commented [KT3]: Is this separate from Ways and Means due to the separation of funds? I'd like to see Education identify and recommend books for Ways and Means to sell,

5. Flying Events

The purpose of the Flying Events Committee is to provide opportunities for fun flying, 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.

The Flying Events Committee shall:

- a. Publish an annual schedule of event dates for the coming year in the December Cloudbouncer and the AAAA website calendar. 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.
- b. Appoint such scorers or other officials as deemed necessary to run events.
- c. Work with the Special Events Committee in the planning

and execution of the Friends and Lovers Rally, and Jingle Bell non-rally and, if requested, may assist in setting pilot criteria. Flying events remains responsible for enforcing safety measures for the rallies.

- d. Draft annual waiver and coordinate with the President, Vice-President and FAA to obtain approval prior to the coming year.
- e. Draft the annual Letter of Agreement (LOA) regarding Class C airspace requirements and coordinate with the President, Vice-President and FAA to obtain approval prior to the expiration. Ensure club members know requirements of annual LOA.
- f. Be responsible for verifying the pilot and balloon documents necessary to comply with the terms of the annual FAA Waiver and LOA. This would include currency documents, crew certificates of understanding, reports to the FAA FSDO, and any other required documentation.
- g. Provide timely and appropriate information to the website manager uploading to the website and the Cloudbouncer editor for publication.

6. Special Events

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

The Special Events Committee shall:

- a. Ensure 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.
- b. Selection of activities is at the discretion of the committee but should reflect the needs and wishes of the club membership. Activities should include but are not limited to the Friends and Lovers rally in February and the Jingle Bell non-rally in December.
- c. Coordinate with other club committees such as Flying Events, Crew Development and Ways and Means for assistance planning and executing Special Events including in setting pilot criteria, and enforcing safety measures during the Friends and Lovers Rally, as well as the use of scoring equipment such as targets and baggies.
- d. Provide timely and appropriate information to the website manager uploading to the website and the Cloudbouncer editor for publication.

7. Ways and Means

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

The Ways and Means Committee shall:

- a. Be responsible for production and distribution of the Annual Membership Directory which will be maintained on the AAAA website. The directory is a means of raising funds through sale of advertisements, the price of which shall be determined by committee members.
- b. At a minimum, the Directory shall provide a list of current members in good standing, contact information that has been released by members, 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.
- c. The Ways and Means Chair, Secretary and Website manager will determine how to ensure the personal information published on the AAAA website is protected and not available to the public without express permission given by the member annually.
- d. Ways and Means board/committee chair will administer the corporate membership program, as outlined in Appendix A.
- e. Create, order and maintain appropriate levels of inventory of AAAA Merchandise.
- f. Fulfill orders received from the On-line store in a timely manner.
- g. Have designed and make available a yearly AAAA pin for sale by the start of the new year.
- h. Provide timely and appropriate information to the website manager uploading to the website and the Cloudbouncer editor for publication.

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 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 unless he/she is running for re-election.
 - 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 and shall be published electronically on the AAAA website. 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 e-mailed to all members in good standing as of the last day of February. Upon the special request of any member in good standing as of the last day of February, the ballot may alternately be mailed to that member
 - g) The Nominating committee shall be responsible for verifying an accurate accounting of votes followed by an additional verification by the Secretary. This will be finalized at the March Annual Meeting. (See Appendix B for specific instructions regarding election procedures.)

2. Online Store Manager

- a) Keep website up to date with current product offerings.
- b) Manage inventory.
- c) Fill orders in a timely manner.
- d) Provide monthly sales reports to the appropriate board members or chairs.

3. Communications and Website Manager:

Commented [KT4]: Ballots are now tallied electronically. I do think the nominations committee should be somehow responsible for the election, but no vote counting is taking place.

- a) The website manager will ensure that the information on the website is relevant and current.
- b) The website manager will ensure a means for protecting the personal data of the members and that it not be made available to nonmembers without permission. This includes information provided in the PAD (Pilot Database) and the Membership Directory. A method for a member to designate what personal information to be made public will be provided.
- c) Cloudbouncer Editor

E. Related Flying Organizations

1. Albuquerque International Balloon Fiesta

An individual representing the Albuquerque International Balloon Fiesta (AIBF) 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 is therefore important for AAAAA 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). AAAAA welcomes FAA personal to the Board and/or General Meetings with any matters that need attention from the club and its members.

4. Anderson/Abruzzo International Balloon Museum and Foundation

The club supports the Anderson/Abruzzo 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 AAAAA 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 AAAAA members and therefore it is important to coordinate and share information concerning these club's

activities with the membership. AAAAA members of these other organizations may report on these club activities to the general membership as well as reporting AAAAA activities back to these other organizations.

V. AWARDS

General

The club has four major awards. These awards are named after or dedicated in memory of 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 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. The award should be presented to someone whose actions and efforts are not otherwise widely officially recognized.

2. Written nominations for the award shall be requested from the ballooning community through announcements in trade magazines, via e-mail, Facebook and other electronic means and in 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 trophy is displayed at AIBF. The recipient receives a personal replica of the trophy.

B. Bob Ruppenthal Education Award.

1. This award is given in memory of Bob Ruppenthal, a charter member of AAAAA, an avid balloonist who chaired the first AAAAA Education Committee. First awarded in 1981, the award is made to an AAAAA 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 AAAAA and/or the ballooning community at large.

2. Written nominations shall be solicited, via e-mail, Facebook, and other electronic means and in the Cloudbouncer's January and February issues and shall be submitted to the Board of Directors by the end of February. The Board may select a recipient based upon the written nominations received or additional

identified persons and shall be presented at the Annual meeting in March.

C. AAAAA Volunteer of the Year Award

1. The award was originally given in memory of respected AAAAA member and volunteer Allan Jones who died in a powerline accident during the 1993 Albuquerque International Balloon Fiesta and renamed the AAAAA Volunteer of the Year Award in 2023. However, when presenting the award to the recipient, Allan Jones will be mentioned and remembered. The award is presented to a AAAAA member who has contributed significant 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 of relations between the ballooning community and the public at large.

2. Nominations shall be solicited from Board members of each Standing Committee at the January and February Board meetings and shall be submitted in writing to the Secretary 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 nominees. The award shall be presented at the AAAAA Annual meeting in March. No individual may receive both the Bob Ruppenthal Award and AAAAA volunteer of the year award in the same year.

D. AAAAA Crew Member of the Year Award

1. The award was originally named in memory of P. R. "Slim" Rawley, an AAAAA member since 1976 and an avid, dedicated crewmember, who died in 1999 and was renamed the AAAAA Crew Member of the Year Award in 2023. However, when presenting the award to the recipient, Slim Rawley will be remembered and mentioned. The award is presented to an AAAAA member who has contributed significantly to hot air ballooning through such activities as a crewmember, observer, scorer, event volunteer, committee member, and general goodwill 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, via e-mail, Facebook and other electronic means and in the Cloudbouncer's January and February issues, and shall be submitted to the Board of Directors by the last day of February. The Board may select a recipient based upon written nominations and shall present the award at the Annual Meeting in March.

APPENDIX A- EDUCATION FOUNDATION CORPORATE MEMBERSHIPS

AAAA/AAAA Education Foundation Corporate Memberships

Title Sponsor - \$1000

- Free sponsor Membership to Friends and Lovers Balloon Rally
- Name on Electric Cloudbouncer cover
- Name on Roster Cover
- Full page Color Ad in Roster
- Full Color Ad on Website
- Framed AAAA Pin Set
- Mention and Link on Social Media Accounts
- Subscription to our monthly electronic Cloudbouncer newsletter
- Full page Ad in electronic Cloudbouncer
- Ad on screen display at Monthly General Membership Meetings

Diamond Sponsor - \$750

- Name on Electric Cloudbouncer cover
- Name on Roster Cover
- Full page Color Ad in Roster
- Full Color Ad on Website
- Framed AAAA Pin Set (Annual 2020, 2021, 2022 Pins)
- Mention and Link on Social Media Accounts
- Subscription to our monthly electronic Cloudbouncer newsletter
- Full page Ad in electronic Cloudbouncer
- Ad on screen display at Monthly General Membership Meetings

Platinum Sponsor - \$550

- Name on Electric Cloudbouncer cover
- Name on Roster Cover
- ½ page Black & White Ad in Roster
- Black & White Ad on Website
- Framed AAAA Pin Set (Annual 2020, 2021, 2022 Pins)
- Mention and Link on Social Media Accounts
- Subscription to our monthly electronic Cloudbouncer newsletter
- ½ page Ad in electronic Cloudbouncer
- Ad on screen display at Monthly General Membership Meetings

Gold Sponsor - \$350

- Name on Electric Cloudbouncer cover
- ¼ page Black & White Ad in Roster
- Black & White Ad on Website
- Framed AAAA Pin Set (Annual 2020, 2021, 2022 Pins)
- Mention on Social Media Accounts
- Subscription to our monthly electronic Cloudbouncer newsletter
- 20% Discount on Cloudbouncer Ads
- Ad on screen display at Monthly General Membership Meetings

Silver Sponsor - \$250

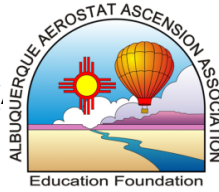
- Name on Electric Cloudbouncer cover
- Business Card Black & White Ad in Roster
- Black & White Ad on Website
- Framed AAAA Pin Set (Annual 2020, 2021, 2022 Pins)
- Mention on Social Media Accounts
- Subscription to our monthly electronic Cloudbouncer newsletter
- 15% Discount on Cloudbouncer Ads
- Ad on screen display at Monthly General Membership Meetings

Roster Sponsor - \$40

- Business Card Black & White Ad in Roster



Corporate Membership Application
Albuquerque Aerostat Ascension Association (
P.O. Box 90160
Albuquerque, NM 87199-0160
ways-means@hotairballooning.org



Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Person: _____ Phone: _____
 Email: _____ Main Number: _____

Membership Levels

Memberships are January 1 through December 31. Pro-rated rates available on a case-by-case basis. (See attachment for levels and benefits). You can also fill out the form online (payment still by snail mail) at <https://hotairballooning.org/about-us/sponsors-2/>

- Title Sponsor \$1000
- Diamond Sponsor \$750
- Platinum Sponsor \$550
- Gold Sponsor \$350
- Silver Sponsor \$250
- Roster Sponsor \$40

Payment must accompany application. Send electronic copy of your ad/business card/logo to ways-means@hotairballooning.org by the end of February for inclusion in roster, website, and/or Cloudbouncer.

Method of Payment

- Check** Check # _____ (payable to AAAAA)
 - Credit Card**
- Card Type: MasterCard Visa Discover American Express

Card Number _____

Expiration Date _____ CVV _____ Zip Code _____

Your account will be billed for the amount of membership level checked.

Signature: _____ Position: _____

APPENDIX B - BOARD MEETING GUIDELINES

A. Schedule

Board meetings will be held in accordance with the schedule published on the website, unless written notice of a change is sent to Board members at least 14 days in advance and the membership is notified of the change, in accordance with Article VIII, Section 3 of the Bylaws. When access is available via video conferencing this information will be provided to all Board and members indicating they would like to attend via electronic means.

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B. Rule of Order

1. Board Meeting shall be conducted in accordance with the most current issues of Robert's Rules of Order.
2. Board meeting minutes of the previous meeting shall be sent to Board Members in advance via e-mail for the purpose of reviewing these minutes before approval at the meeting.
3. Any AAAA member in good standing may attend board meetings, except for the parts of the meeting that are closed to the general membership (Executive Session).
 - a. Except for discussion of and votes on awards, a majority vote of the Board members present is required to enter Executive Session.
 - i. For the benefit of those members present who are required to leave during the Executive Session, the President shall give an estimated time for return to open session.
 - b. Minutes during the Executive Session shall be in accordance with Robert's Rules of Order.
 - c. Meeting (or partial meetings) shall be closed for the following reasons:
 - i. To discuss and vote on awards.
 - ii. To discuss sensitive issues, such as discipline or involuntary termination of membership for cause.
 - d. Except for the determination of awards, no votes may be taken in the executive session.

C. Proxies

Board members may carry the proxy of one other Board member to a Board meeting. This proxy assignment must be in writing and provided to the Secretary prior to the meeting and declared at the start of the meeting. A proxy is not counted when determining a quorum.

D. Meeting – General

Meeting rooms should be selected based on continuity, external noise, hours available, privacy and cost.

APPENDIX C: VOTING AND ELECTION PROCEDURES

The following timetable is supplied as a template for conducting the annual AAAA Board elections using the electronic applications Election Buddy and Constant Contact, or some similar tool. The final decision on all election matters shall reside with the AAAA Secretary after consultation with all Board members on any issue. Variations to this timetable may be made as appropriate as long as safeguards are put in place by the nominating committee and the current AAAA Board to ensure that 1) all eligible members are given ample opportunity to vote; 2) all non-current members and those not in good standing are restricted from voting; 3) each eligible voter is allowed to cast only one vote and that 4) no unethical behavior is allowed on the part of anyone involved in the election.

On the Friday before the February AAAA General Meeting

Send a general email via the mailing app (currently Constant Contact) to all members with the following information:

- list of all open Board positions
- list of candidates running for open board positions
- details of the meeting and program
- last call for membership renewals
- last call for candidates (at meeting)
- election preview

At the February AAAA General Meeting

- Accept nominations from the floor
- Formally close nominations for all open board positions
- Announce that the deadline for new year's membership (renewal or new) is midnight of February meeting date
- Announce that members must be current to receive a ballot

March 1

- Update the membership database
- Set all previous year's members as no longer current
- Process all memberships for the new year
- Update (email distribution lists (currently Constant Contact)

March 2

- The deadline for all candidate biographies to be submitted to the Nomination Committee is 1200 Noon
- Generate Ballot (with biographies)
- Generate election instruction email

Three weeks prior to General Meeting Date

Database mailer (currently Constant Contact) used to send email to all current members with the following information:

- Election rules,
- Voting instructions,
- Timelines
- Candidates info, (biographies, etc)

Two weeks prior to General Meeting Date

Open Election
Send ballot emails

One week prior to General Meeting Date

Send reminder to list of those who have not yet voted (1 week left)

General Meeting Date

Close election at 6:30pm

Announce results during meeting at approximately 7:00pm

Notes:

Election begins two weeks prior to March General meeting. When emails are sent out All voting is done online.

All current members as of Feb 28 will receive an emailed ballot. (If we have an email).

Notice giving instructions to request a ballot will be published.

In-person voting will take place at the March AAAA General Meeting, from 5:30-6:30pm.

In-person voting will still be electronic, A “voting machine” computer app will be available at the March AAAA General meeting.

No paper ballots will be printed or accepted.

APPENDIX D: SEPERATION OF FINANCES: AAAA and AAAA EDUCATION FOUNDATION

The Albuquerque Aerostat Ascension Association and the AAAA Education Foundation are two different clubs on legally, but run very much like a single organization.

The AAAA Education Foundation is made up solely of the Board Members of AAAA. This ensures that the two organizations retain a common set of goals. The responsibility for allocated financial activities between these two entities falls with the Treasurer. These financial activities include insuring that revenue and expenses for any given activity are aligned to only one of the entities. For example, the sales of T-shirts purchased with money from AAAA must be deposited in the AAAA account not the Education Foundation Account.

As basic guidance, the **AAAA** is a social club, and can exclude anyone it wishes from its activities (such as a non-member). Functions within AAAA are usually designed just for its members. This would include such things as flying events, parties for members, etc. Membership dues are a clear example of an **AAAA** activity since the Foundation has no general membership. The **AAAA** Education Foundation, however, is a non-profit educational organization operated to further the safety and education of the community. Any activity that the Foundation engages in must be open to the public. The roster, for example, is a Foundation activity. It is available to anyone. The clearest examples of the Foundation's activities are the classes and seminars put on by the Education Committee. They are open to the general public and provide the services of educating the public about ballooning.

Activity allocation is intended to balance out the incomes and expenses of the clubs. The **AAAA** can donate to the Foundation to support its worthwhile education activities. This donation is tax deductible for **AAAA**, but a receipt will be needed.

As of 2023, following is a list of club activities and along with the corresponding club accounting responsibility:

<u>AAAA Education Foundation</u>	<u>Albuquerque Aerostat Ascension Assoc.</u>
Classes, Balloon	Flying Events
Camp and Seminars	Club Dues
Book Sales	Club
Cloudbo	Awards
uncer	Monthly Programs
Crew	
Develop	
ment	

APPENDIX E: AAAA INCOME AND EXPENSE VOUCHER REPORTS

Vouchers are used to track income and expenses within the AAAA organizations. The completion of the voucher is the responsibility of the AAAA Board member and/or Chair.

To ensure proper accounting and budget information is provided to the Board, it is the responsibility of the Board Members and/or Committee Chair to complete the voucher with the appropriate budget category information. Specific questions about budget category can be answered by the Treasurer.

Disbursements of **AAAA** funds cannot be made without a completed voucher and supporting documents including receipts. In the event funds are needed as an advance (e.g. for postage) the check should be issued to the business (in this case the US Postmaster). The receipt must be given to the Treasurer within 15 days of the check issue, or the treasurer will report the missing receipt to the Board at the next meeting.

In cases where a deposit is required (e.g. roster printing) the voucher will state this is a deposit and receipt for deposit must be given to the Treasurer with 15 days of the check issue, or the treasurer will report the missing receipt to the Board at the next meeting.

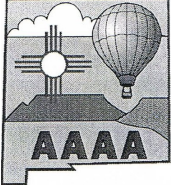
Cash income for the club is to be accounted for the day it is received. A voucher is to be completed by two club members. The voucher itemizes the cash (ones, tens, twenties, etc.) and these are to be placed in an envelope and sealed. The two members counting the funds will then sign (legibly) the sealed envelope. The envelope is to be turned over to the treasurer or their designated representative.

Checks are to be reported the same way; however, signatures are required for cash only.

When funds are collected using credit cards slips, it is necessary to have the full name of the person (as listed on the card) and a contact number. The treasurer will need the full account number, expiration date and the security code, on the back of the card in the signature line on MasterCard and Visa, or above the account number far right for American Express. Without this information the cards cannot be processed and will be returned to the Board member or committee chair for collection. *It is recommended that a form be drafted for this relay of information, with multiple charges per form. These forms could be attached to the voucher.*

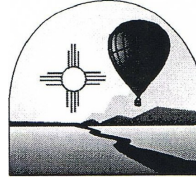
It is the responsibility of the **AAAA** Board Liaison to review the monthly trended budget/accounting statement. If there are questions, please contact the treasurer.

SAMPLE VOUCHER ATTACHED.



AAAA TREASURER'S VOUCHER

MAKE SURE ALL RECEIPTS ARE ATTACHED



COMMITTEE: **WAYS AND MEANS** DATE: **03/19/07A**

BOARD MEMBER: Mary Smith

EXPENSES:

<u>BUDGET CATEGORY</u>	<u>AMOUNT</u>
MERCHANDISE (2007 pins)	\$1234.56
<u>INVOICE ATTACHED</u>	
TOTAL EXPENSES:	<u>\$1234.56</u>

Make Check(s) Payable to: **March Company**

INCOME:

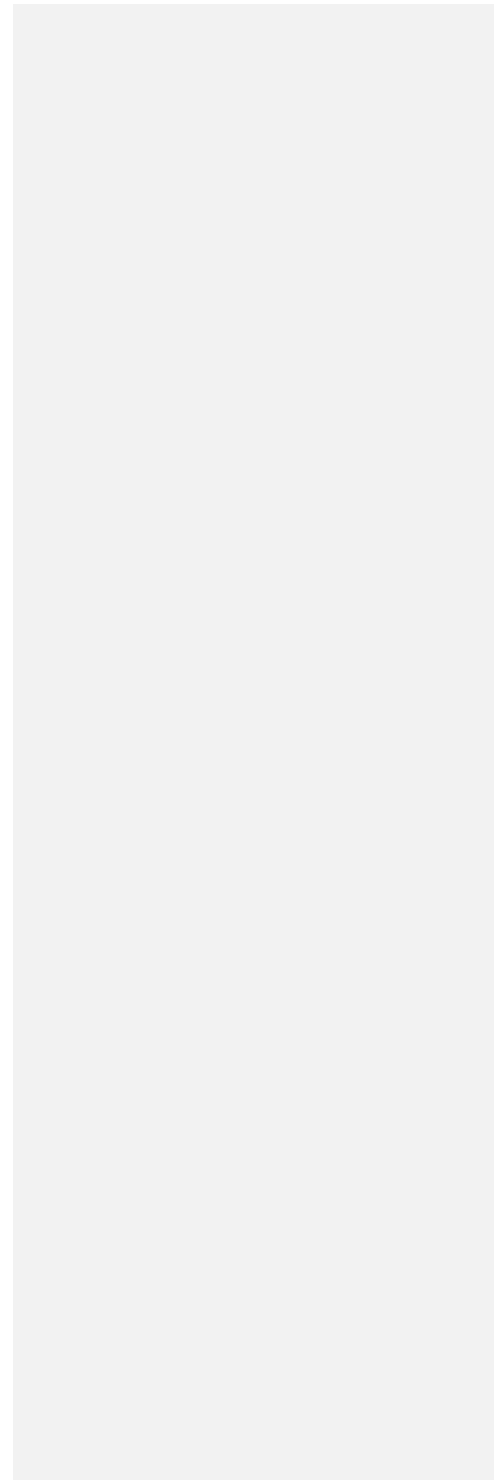
<u>BUDGET CATEGORY</u>	<u>CHECK#/CC/CASH</u>	<u>AMOUNT</u>
ROSTER	Kennedy Aerostats #3042	\$350.00
	Dalen Construction #2003	30.00
	JMCK Ltd Co. #2066	35.00
	Cliff's #1355	30.00
MERCHANDISE	Micki Mouse #2255	10.25
	Donald Duckt #9388	20.00
	Spiderman #2025	10.00
	<u>SUBTOTAL</u>	<u>\$485.20</u>
TER	515.00	

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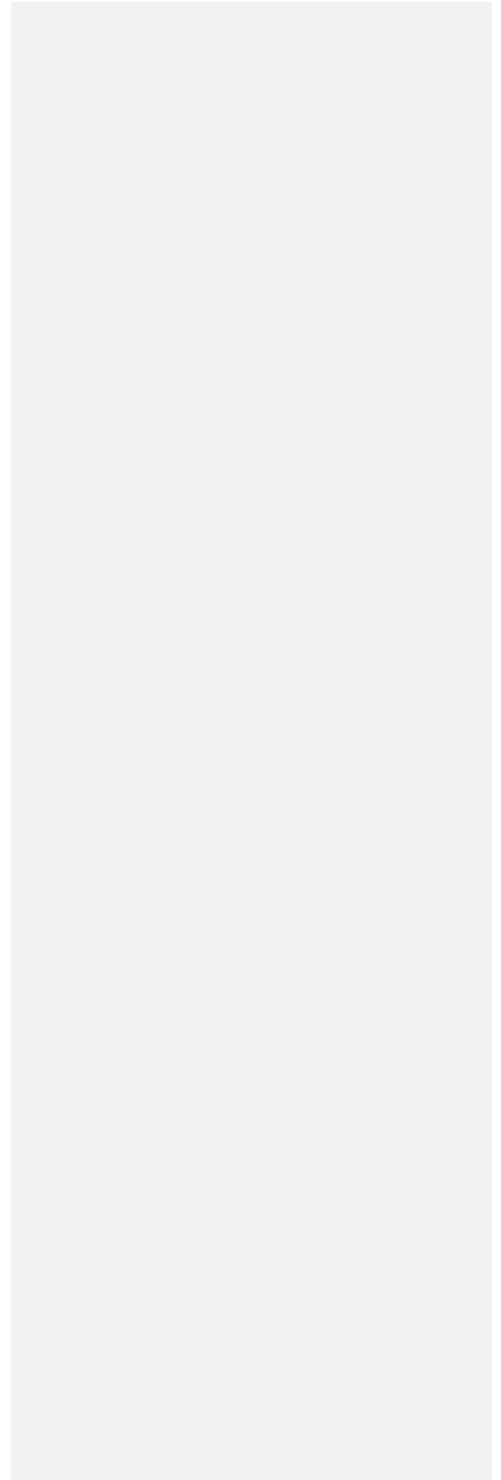
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ROSTER	Twenties <u>(3)</u>	60.00
	Tens <u>(1)</u>	10.00
MERCHANDISE	Hundred <u>(1)</u>	100.00
	Fifties <u>(0)</u>	0.00
	Twenties <u>(33)</u>	660.00
	Tens <u>(0)</u>	0.00
	Fives <u>(2)</u>	10.00
	Ones <u>(0)</u>	0.00
	SUBTOTAL	<u>\$840.00</u>

TOTAL INCOME: \$1234.56



(list all checks, charges and cash)



APPENDIX F: AWARD SUMMARIES

Solicitation : **SID CUTTER AWARD**

Any Balloonist

Written nominations must be submitted to the AAAA Board of Directors prior to the last day of August. Send nominations to: board@hotairballooning.org

June through August

All Ballooning Publications

August 31

Voting September Board Meeting

Presented during the Albuquerque International Balloon Fiesta Awards Banquet (October)

The
SID CUTTER AWARD
Awarded annually in Sid Cutter's name by
the Albuquerque Aerostat Ascension Association
to the person who we feel has made an
outstanding contribution to the sport of
hot air ballooning

AAAA Secretary duties

12" w x 15" h Walnut Plaque
10" w x 8" h Silver Plate with Montgolfier Balloon Graphic centered on:
10.25" w x 8.25" h Black Plate centered 5/16" from top of wood base.
7/8" h whatever needed - black plate with scalloped corners with
recipient's name in 1/4" height letter on first line and year on second line,
centered between top and bottom plates. 10" w x 3.75" h Black Plate with
award wording on it centered on: 10.25"w x 4" h Silver Plate centered
5/16" from bottom of wood base.

The Albuquerque Aerostat Ascension Association (AAAA) is now taking nominations for the Sid Cutter Award. First awarded in 1975, this Award is presented annually in Sid Cutter's name by the AAAA to a person who has made an outstanding contribution to the sport of hot air ballooning. The nominee should be an individual whose extraordinary dedication has benefited the hot air ballooning community as a whole and is someone whose actions and efforts are not otherwise widely or publicly recognized. Recipients of the Sid Cutter Award are automatically awarded an honorary membership in AAAA.

Award: **BOB RUPPENTHAL EDUCATION AWARD**

Eligibility AAAA Member - Education Orientation

Nominations: Written nominations must be submitted to the AAAA Board of Directors prior to the last day of February. Send nominations to: AAAA Board of Directors; PO BOX 90160; Albuquerque, NM 87199-0169.

January and February

Cloudbouncer

Last day of February

Voting March Board Meeting

Annual Meeting (March)

The
Bob Ruppenthal Education AWARD
Presented to
{ AWARDEE NAME}
In recognition of your contribution
to hot air ballooning
AAAA - { year }

AAAA Secretary duties

NM State Wood Plaque

6" w x 7" h Black Plate with wording engraved centered on top of wood plaque. 5.5"2 x 4.75" h plate with balloon graphic positioned on black plate. .25" down from top of black plate.

The Albuquerque Aerostat Ascension Association (AAAA) Board of directors is currently taking nominations for the Bob Ruppenthal Education Award. 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, this award is made to a AAAA member who has contributed significantly to the education of others in the area of balloon safety and operation. This person must have contributed significantly in time and effort and must have participated actively in the organization and/or instruction of ground schools and safety seminars for AAAA and/or the ballooning community at large.

**VOLUNTEER
OF THE YEAR
AWARD**

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ember/Public Relations Written Nominations

January and February

None: The solicitation for this award is not published

Last day of February

Voting March Board Meeting

Annual Meeting (March)

The
AAAA VOLUNTEER OF THE YEAR AWARD
Presented to
{ AWARDEE NAME}
In recognition of your contribution
to hot air ballooning
AAAA - { year }

AAAA Secretary duties

NM State Wood Plaque
6" w x 7" h Black Plate with wording engraved centered on top of wood
plaque. 5.5"2 x 4.75" h plate with balloon graphic positioned on black
plate. .25" down from top of black plate:

The solicitation for this award is not published. Members of the Board of
Directors are solicited at the January and February meetings for
nominations. Candidates may also be chosen from the nominees for the
Bob Ruppenthal Award.

CREW Member of the YEAR AWARD

AAAA Member - Crew Orientation

Written nominations must be submitted to the AAAA Board of Directors prior to the last day of February. Send nominations to: AAAA Board of Directors; PO BOX 90160; Albuquerque, NM 87199-0169.

January and February

Cloudbouncer

Last day of February

Voting March Board Meeting

Annual Meeting (March)

The
CREW of the Year AWARD
Presented to
{ AWARDEE}
In recognition of your contribution
to hot air ballooning
AAAA - { year }

AAAA Secretary duties

NM State Wood Plaque

6" w x 7" h Black Plate with wording engraved centered on top of wood plaque. 5.5"2 x 4.75" h plate with balloon graphic positioned on black plate. .25" down from top of black plate.

The Albuquerque Aerostat Ascension Association (AAAA) Board of directors is currently taking nominations for "Slim" Rawley Crew Award. This award is given in honor of Slim Rawley, a AAM member since 1976 and an avid, dedicated crew member. The award is given to a AAAA member who has contributed significantly to the sport of hot air ballooning. The recipient should be someone who has distinguished him/herself in support of ballooning through such activities as crew member, observer, scorer, event volunteer, AAAA committee member, or general goodwill 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 support of hot air ballooning.

