



## **BSOPP Operating Rules**

**Revised September 2008**

### **General Operating Guidelines**

The BSOPP is a social and educational club designed to improve ballooning in the Colorado Springs area. This document is in support of the bylaws to further define daily activities.

### **Meetings**

- Board Meetings shall be held the first Monday of each month at an advertised location. This can be a board member's house, a restaurant or any other location mutually agreeable to the board.
- General Meetings shall be held the third Tuesday of each month at a location agreed to by the club. The meeting is at a restaurant: Texas Land and Cattle, Academy and Montebello. The standing agenda is:
  1. 6:00 Social Hour
  2. 7:00 Program / Speaker
  3. 7:45 Business Meeting
    - Committee Reports
      - Programs
      - Balloon Meister
      - Membership
      - Treasurer
      - Community Relations
      - Social Events
    - Announcements
    - Discussion / Voting on issues
  4. 8:30 Door Prize Selection
  5. 8:40 Adjourn

### **Board of Directors and Job Descriptions**

#### **Board of Directors**

The Board of Directors is the governing body for the BSOPP. The Board meets as needed to maintain a healthy club both fiscally and organizationally. The board should include at least one pilot and one non-pilot. All Board meetings are open to any Club member and the minutes of board meetings will be made available to the general membership. The Board makes collective decisions for the club by majority vote. The Board will continually strive to improve the club, set long term goals and objectives, maintain a positive club environment and expand the membership and general interest in ballooning. The Board of Directors appoints the officers.

Each Board member will have at least one committee, activity or event under their oversight. They will be responsible to solicit leadership and participation in these related activities, and be accountable for each group's actions. The board of directors is a leadership body and may delegate any or all of the activities in the committees, and each board member is ultimately accountable for the activity. The Committee's/Activities are described separately, then assigned to specific board members via the org-chart.



### **President**

- Act as spokes person for BSOPP
- Maintain a leadership position for the club.
- Conduct the monthly Board and Club meetings
- Write a monthly article for the Tetherlines
- Check the BSOPP email account and respond / forward appropriately

### **Vice-President**

- Act on behalf of the President when the President is not available

### **Secretary**

- Keep the minutes of the Board and Club meetings, Oversight over the communicating activities of the club to ensure consistent message and timing.
- Keep historical records of the club's meetings
- Facilitate elections as required by the by-laws

### **Treasurer**

- Maintain the financial records of the club, over site of the financial activities of the Club, related events, acquisition of products and payment for activities and events as needed.
- Keep the books, write the checks and receive the income from activities
- Maintain the club PO Box and consistently check the mail.
- Issue monthly reports to the BOD and the Membership of the club financial condition
- Work with the Board to incorporate fund raising activities for the club to maintain a solid fiscal footing.
- Create and manage an annual budget within 60 days of the new fiscal year.

### **Board of Director - at large (1 seat)**

- Participate in the BOD meetings
- Assist with determining the direction and operations of the club
- Participate in club activities

### **Committees within the BSOPP**

The daily operations of the club depend heavily on committees. The functions described below are consistent activities that keep the club alive. Each of the committees may consist of one or more club members and each will report directly to an individual Board member. That reporting relationship can be changed as needed and the current assignment is provided in the org chart.

1. **Safety Officer/FAR's** – Develop and maintain a safety program for the club with routine information on the FAR's as they relate to ballooning. Keep the club informed of any balloon-related safety issues that arise, such as accident reporting, airworthiness directives, etc.
2. **Balloonmeister** – Handle club flying events, determine launch sites, fun and competitive events; rules and regulations, write monthly article for the Tetherlines, maintain accurate information on pilots and launch sites.



3. **Community Relations** – Be the primary contact for community enquiries regarding the club. Develop and coordinate a list of landowner's, launch sites, contacts and other related information to maintain a positive relationship with area land owners. Maintain and publish a flying map that includes all relevant information. Encourage, track and distribute requests for balloon involvement in the community (schools, events, etc.).
4. **Programs** – Provide an educational presentation / seminar to the general membership monthly at the general meeting. This includes arranging a speaker, providing logistical support (projector, screen, handouts, etc) and providing an introduction and thank you gift to the presenter.
5. **Membership** – Maintain the membership records of the club, disseminate the information at least annually and more often as needed. Develop necessary forms etc. to operate the membership function. Identify membership by pilot, crew and other categories that may be appropriate. Track membership participation in events and activities.
  - Membership renewals shall all occur in the month of June. Any new members will be prorated to align their dates with a June renewal, with a minimum purchase of 12 months. Therefore, if someone were to join in January, they would initially pay for 18 months of membership to be in line with June.
  - Grace Period for renewal is set at two months to allow for all the paperwork to “catch up”. Therefore, if a membership expires on June 1<sup>st</sup>, then they are in good standing through the month of June (to receive the Tetherlines and Voting privileges). As of July 1, their membership is delinquent if payment is not received. However, due to delays in communication and bookkeeping, they will continue to receive the Tetherlines in August to ensure uninterrupted service.
  - Family Membership includes two voting memberships and family children are included. The rate for this is \$24 annually.
  - Single Membership includes one voting membership. Guest may attend events and an additional cost may be required for event fees. The rate for this is \$12 annually.
  - Publish the roster in electronic form to all the current members each September. This will allow for all the changes in the roster to be recorded and then published on a predictable schedule.
6. **Newsletter** – Accountable for the production of the monthly club newsletter. Outline, produce, print and disseminate the Tetherlines as needed. The Tetherlines is the monthly newsletter for the BSOPP and is the primary communication tool for the club.
  - Submissions due on the first Tuesday of each month. This is one week after the board meeting (in most cases) and one week before the publication date. In the event that the board meeting is not one week ahead, this may delay the submissions from the board.
  - Tetherlines Published on the second Tuesday of each month. This equates to one week ahead of the general meeting.
  - Table of Contents: There is a standard table of contents to be used as a framework:
    - a. President's Letter
    - b. Treasurer's Report
    - c. Secretary's Report (General Meeting Minutes)
    - d. Programs announcement for this month and next month
    - e. Safety-related article (commonly referring to the FAR's)
    - f. Activities Calendar for the next few months. Newsletter editor shall create and



- maintain a yearly calendar of all ballooning events of interest to BSOPP members.
- g. Community Relations update (needs and services done)
  - h. Member Photos (of events, flights, happenings, etc)
  - i. Sunrise / Sunset Calendar for the next two months
  - j. Other articles or pictures as required / desired
  - k. Standard blocking:
    - i. Colorado Balloon Classic corner
    - ii. Membership Costs / Requirements
    - iii. Ad costs / submission rules
  - Distribution:
    - i. Electronic distribution to all members (up to two email addresses per membership) is preferred. The file should be emailed using the BCC (Blind Carbon Copy) feature in a PDF format. It is common to include in the email body any immediate events announcements.
    - ii. Physical distribution is required for a handful of members to ensure they get the newsletter. This should be printed in color and mailed on or before the Tuesday before the General Meeting of that month.
  - Reporting: The Tetherlines editor reports directly to the Secretary on the Board of the BSOPP and shall submit all information, invoices and requests through that person.
7. **Historian** – Keep historical information as it relates to the club events, activities and related functions. Keep “Scrapbooks” in an up to date manner and have them available at various times to share with the Club.
8. **Website** – Continually develop and maintain the club website, incorporate timely information, articles, event schedules and other related information that may be appropriate for the club. This is leading toward a central way for club members, prospective members and people interested in ballooning to see what is going on and communicate with other club members.
9. **Social Events** – Oversee and manage all BSOPP social events to ensure proper use of club resources and community relations and perceptions. This includes proposing events (purpose, name, date, location, budget, and suggested attendance) to the board and general membership for approval. All event details (including budgets) must be approved a minimum of one month before the event begins. This committee’s activity includes the biennial South Park cook-out, usually done in conjunction with the Colorado Balloon Club on Father’s Day.
10. **Balloon Classic Relations Booth** – Coordinate this annual event. Solicit volunteers to work with you to organize the event; oversee the event, schedule volunteers and conduct training session, review event and refine for next year. This includes providing balloon crew training for the Classic and managing the relations table during the event.



**BSOPP**

