




# 2025 TOPS<sup>®</sup> Rules

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he TOPS<sup>®</sup> Rules, your go-to resource for all things related to TOPS<sup>®</sup>, has been revised effective Jan. 1, 2025. Changes remain in effect until further notice.

These rules supersede all previously printed rules for TOPS<sup>®</sup> and are to be reviewed and posted in all chapters and inserted in all TOPS<sup>®</sup> Manuals for members and chapters. Rules are subject to change by resolution of TOPS<sup>®</sup> Board of Directors.

In accordance with the Articles of Incorporation of TOPS<sup>®</sup> Club Inc., herein referred to as TOPS<sup>®</sup>. The Officers of the corporation govern the activities of the chartered Associate Chapter of TOPS<sup>®</sup> Club Inc., herein referred to as chapter. 

## 1. CHAPTER ID AND CHAPTER NAME

"Chapter ID" is as follows: 2-letter postal designation, space, 4-digit chapter number. TOPS® may precede the ID and city may follow the ID to comprise "Chapter Name" (TOPS WI 0123 Smithville). Virtual Chapters consist of a 4-digit number preceded by VC.

## 2. CHAPTER ORGANIZATION

The four categories of TOPS® Chapters are:

- a) Virtual
- b) Public
- c) Private
- d) Business

The chapter is to be educational, nonpolitical, nonsectarian and is classified as an unincorporated association of TOPS® Club Inc., a non-profit organization. The chapter may not deny membership to any individual who meets and fulfills qualifications and requirements as stated in Rule 7, unless consent to such denial is secured in advance from Service Program Administrator or President of TOPS®.

## 3. CHAPTER ACTIVITY

Chapters meet weekly. Weigh-ins providing the benefit and support of accountability are offered to each member and are strongly encouraged.

- a) A chapter shall not agree to indemnify, defend, and/or hold harmless the owner of its meeting place from liabilities and expenses on account of personal injury of a member attending a chapter meeting.
- b) A chapter has no power or authority to enter into any agreement on behalf of TOPS® or which would legally bind TOPS®, nor to waive any legal rights on behalf of TOPS®.

## 4. CHARTER

A group may only function as a TOPS® chapter under a charter from TOPS®. The loss or revocation of such charter will terminate all activities of the chapter.

## 5. SELECTION OF CHAPTER LEADER

Chapter Leader is selected to serve a term of one year by simple affirmation. If more than one member is interested in the position, Democratic Rules of Order apply.

- a) Officers and Information Form (L-001) must be submitted to Coordinator immediately following this process.
- b) If a Chapter Leader cannot fulfill the term, a replacement is chosen in this same manner.
- c) Teens and preteens are not eligible to be selected as a Chapter Officer in an adult chapter.

- d) Selection of Chapter Leader shall be held at any regular meeting after the first meeting in May, and no later than the second meeting in July. Officers and Information Form (L-001) must be received by Coordinator within two weeks after the selection. New Officers assume their responsibilities at the first regular meeting the following month after selection.

## 6. DUTIES OF CHAPTER LEADER

If needed, Chapter Leader may wish to appoint a Secretary, Weight Recorder and Assistant Weight Recorder. If handling finances, Chapter Leader may also appoint a Treasurer to assist with keeping accurate books and completing an annual audit. These appointees would join the Chapter Leader as Officers. All Officers shall be approved by simple affirmation.

- a) Chapter Officers are to propose activities that support the objectives and purposes of TOPS®. Such proposals are to be presented to the chapter for approval.
- b) Chapter Leader, at Leader's discretion, may assign duties and positions to members to further enhance the chapter experience.
- c) Chapter Leader will serve as the chapter contact. Instances when Leader does not have email, the Chapter Leader may choose a member to serve as Web Designate to receive electronic communication.

## 7. MEMBERSHIPS

- a) The minimum age of a TOPS® member is seven years.
- b) Only individuals having proof of membership in TOPS® may attend TOPS® meetings and participate in TOPS® activities. Exception for caregivers and others are at the discretion of the chapter bylaws, or if not applicable, the Chapter Leader. TOPS® membership is not required for adult advisors of a teen/preteen chapter.
- c) If membership in TOPS® has lapsed 10 full years, the person will be considered a new member for all purposes if rejoining TOPS®.
- d) All members have the choice to weigh-in for accountability, validation of KOPS® status and/or eligibility for International recognition. Members have options available to document and submit weights for their purpose. For example, a weigh-in validating that the member has reached a selected KOPS® goal weight or to document required December weight for weight-loss honors. The following are approved methods:
  1. Weights recorded at a weekly chapter meeting.

2. Weights submitted on prescription blank or letterhead from a licensed healthcare professional, signed and dated.
3. Weights obtained using Travel Chart at a public chapter, signed and dated.
4. Weights recorded by TOPS® Field Staff, signed and dated.
5. Other means approved by Service Program Administrator.

## 8. DUES AND FUNDRAISING

- a) The fee for individual membership in TOPS® is determined by TOPS® and fully described on the TOPS® website and on Membership Application Form (L-003).
- b) The chapter may assess moderate individual dues to fund cost of meeting place rental and/or reasonable ongoing chapter expenses.
- c) No member may sell any product or service for personal monetary gain at any TOPS® function.
- d) Fundraising projects may not detract from chapter meetings.

## 9. CHAPTER MEETINGS

Meetings of the chapter are to be held weekly and focus on supporting and educating our members. Both the business aspects of a meeting and the activities aimed at the problem of weight imbalance are to be conducted in conformance with suggestions and directives from TOPS®.

## 10. PROCEDURE AT MEETINGS


- a) Any number of people attending a regular scheduled meeting constitutes a quorum.
- b) A simple majority of the votes cast by the chapter members is required for the passage of all matters.
- c) Chapter meetings are to be conducted by Democratic Rules of Order in matters not covered by TOPS® rules.

## 11. MISCELLANEOUS

- a) TOPS® is dedicated to supporting and educating members as they take off and keep off pounds sensibly. Therefore, TOPS® advocates healthy eating and moderate exercise to achieve a healthy weight and maintain it. However, TOPS® does not render medical or other professional advice. Members should seek the services of a licensed healthcare professional for medical advice or other assistance.

- b) No member may belong to two TOPS® chapters at the same time but may visit any chapter for additional support or an approved weigh-in.
- c) If TOPS® chapter meets in private homes, homeowners' liability insurance must cover such a meeting.
- d) Clothing and other items for chapter use may be printed or decorated. If TOPS® logo and/or other registered TOPS® marks are used, the registered mark symbol (®) must be included on the item.
- e) Smoking, e-cigarettes, and alcohol are not allowed at TOPS® chapter meetings, sponsored activities or functions.
- f) Firearms, ammunition, military ordinance, knives, and other cutting or dangerous instruments and related parts and accessories are not permitted at TOPS® chapter meetings, sponsored activities or functions.
- g) Criminal convictions with a substantial relationship to the health and safety of TOPS® members and employees or the purposes and activities of TOPS® and its chapters are grounds for denial and revocation of membership in TOPS® and its chapters.
- h) If a chapter is considering dissolving for any reason, Chapter Leader or other member must consult with the Coordinator immediately. Chapters with only one active member at the end of the year will be disbanded automatically.

## 12. WEIGHT RECORDS

- a) All weight records and charts of TOPS® members are as confidential as is feasible to process memberships and recognition forms.
  1. A member may have access to the information at any time.
  2. The Web Designate may see members' online record only.
- b) All weight charts are provided by TOPS®. KOPS® and winners' charts are submitted with the Annual Report Form (L-010) to the Coordinator or Virtual Programming Administrator.
- c) The chapter is to make reasonable modifications to weigh-in policies, practices, time(s), or procedures to enable all person's weigh-in if they choose.
- d) A roll call may be held and be as structured or casual as the chapter may prefer. Each member who weighed in may choose to state loss or gain or actual amount lost or gained since last weigh-in. 

- e) No member may weigh self if the weight is officially recorded. Online members who self-report are not recorded on official weight chart unless weights are submitted per Rule 7 (d).
- f) Weight recorded when joining as a new member or highest weight recorded at TOPS® when renewing is used to determine all awards except annual TOPS® Division awards, which are based on a calendar year.
- g) Highest weight may not be changed when member is pregnant or KOPS® is on a Medical Excuse.
- h) Members may attend other chapter(s) for a period of time. Weights may be recorded on Weight Chart Form (L-027T) marked as "Travel" by the home chapter, which visiting member brings.
- i) A member on a Travel Weight Chart who wishes to compete for annual TOPS® Division or Royalty recognition and needs a December weigh-in must forward the Travel Weight Chart Form (L-027T) to the home chapter by December 31.
- j) If a TOPS® member becomes pregnant, weight lost or gained while pregnant is neither penalized nor awarded. Weight during pregnancy is not calculated or included in the Annual Report Form (L-010). See Rule 25 specifically for KOPS®.
- k) No fines and/or penalties shall be assessed to a member who records a gain.

- a) This statement must be filed with Chapter Weight Recorder, Chapter Leader, or Virtual Programming Administrator before KOPS® may be registered. Altered goal slips are unacceptable.
- b) When goal weight is reached, member may choose to become KOPS®.
- c) No adult member may have a goal weight higher than highest weight recorded upon joining or renewing at TOPS® unless adjusted by healthcare professionals.

**15.** When goal is reached for the first time, KOPS® Registration Form (L-014) or KOPS® Supplemental Goal Form, using "New/First" is submitted with a signed and dated goal slip and copy of the Weight Chart to Coordinator or Virtual Programming Administrator. TOPS® will send a KOPS® card and KOPS® pin award to the member. A KOPS® is eligible to graduate after registration is validated at TOPS®.

**16.** KOPS® who are on a KOPS® Weight Chart Form (L-027K) from the first week of January through the last week of December shall have at least 15 weigh-ins to maintain status.

**17.** A KOPS® goal must be maintained within the following leeway: three pounds above goal weight and seven pounds below goal weight. *Example: A member with goal weight of 135 pounds may not exceed 138 pounds or go lower than 128 pounds.*

**18.** In addition to the goal slip, preteen/teen KOPS® registrations may be accompanied by Growth Allowance Form (L-056), stating goal weight and the number of pounds per inch of growth allowed, signed by a licensed healthcare professional. Growing preteens/teens who submit Growth Allowance Form do not lose KOPS® status as long as weight does not exceed that allowed for growth.

- a) Preteens/teens with this form may raise their goal as they grow to a height that warrants a goal change. A KOPS® Goal Change stating new goal and height must be sent to Coordinator or Virtual Programming Administrator.
- b) Goal weight may be higher than original or highest weight due to growth.

**19.** A registered KOPS® may present to Weight Recorder or Chapter Leader a licensed healthcare professional's new goal slip to change goal. KOPS® Registration form using "Goal Change" must be completed and sent to the Coordinator or Virtual Programming Administrator with new goal slip and

## KOPS® RULES (TOPS® Rules 13-26)

**13.** All KOPS® must be current members of TOPS® and attend a chartered TOPS® chapter or virtual meeting. All members following Rule 14 are eligible to be KOPS®.

**14.** To become KOPS®, member must secure, on official letterhead, or electronic or paper prescription, from a licensed healthcare professional, a signed and dated statement, prescribing goal weight or desired BMI number.

*Exception: If for religious reasons, a member cannot seek advice from a licensed healthcare professional, the chapter will accept a statement to that effect, and goal weight will be determined by the healthy weight range by height on a BMI chart.*

copy of weight chart. KOPS® must be at or below the newly established goal on the date presented, which is effective immediately.

**20.** If KOPS® leeway is exceeded, a two-week grace period is granted.

- a) A KOPS® must be back in leeway during this two-week grace period. Absences, excused or otherwise, do not change the grace period of two weeks. Failure to record an in-leeway weight at the chapter by the second week will result in loss of KOPS® status.
- b) If KOPS® second week of grace period should occur on a “no meeting,” grace period shall be extended to the next meeting.
- c) A KOPS® may present a new goal during the two-week grace period to maintain status.

**21.** Lapse of membership or an unsigned weight chart disqualifies KOPS® for awards at all levels.

**22.** If KOPS® status is lost, Notice of Lost Status (L-021) is sent to Coordinator or Virtual Programming Administrator immediately. KOPS® reverts to TOPS® status.

**23.** To reinstate as KOPS®:

- a) If goal is changed, new goal weight must be submitted as defined in Rule 14.
- b) Goal weight or below must be achieved.
- c) KOPS® Registration Form (L-014) using “Reinstating” must be completed and sent with a copy of weight chart to the Coordinator or Virtual Program Administrator.

**24.** If, because of illness, KOPS® member’s licensed healthcare professional believes the member cannot maintain weight in leeway, a written statement on prescription blank or letterhead to that effect must be provided. Gains or losses during this period will not cause a loss of KOPS® status under the following provisions:


- a) Medical excuse, dated no more than 30 days prior to presentation, may be given to Weight Recorder within the two-week grace period.
- b) Medical excuses go into effect on the date presented.
- c) Medical excuse must state time covered. Omission of time covered, limits medical excuse to one month. If not in leeway by the end of this period, KOPS® status is lost. Two-week grace period does not apply.

- d) KOPS® on medical excuse may present a new goal. Medical excuse ends when new goal is presented.
- e) All medical excuses must be attached to KOPS® Weight Chart (L-027K)
- f) At the end of 12 consecutive months of medical excuse, KOPS® must record a weigh-in within leeway of KOPS® goal. Two-week grace period does not apply.

**25.** When a KOPS® becomes pregnant, a written statement, on prescription blank or letterhead from a licensed healthcare professional stating no limit or maximum weight allowed at term must be submitted to Weight Recorder or Leader. If maximum weight is exceeded, a two-week grace period is allowed as in Rule 20 (a), (b) and (c).

- a) KOPS® goal may be changed during pregnancy.
- b) After birth of baby, KOPS® shall remain in pregnancy excuse for 13 weeks. If KOPS® is not within leeway at the end of this time, KOPS® status is lost.
- c) If, because of medical complications, it would not be advisable for KOPS® to reach goal in 13 weeks, a signed and dated medical excuse on prescription blank or letterhead, stating length of time covered from a licensed healthcare professional may be presented. Omission of required length of time limits medical excuse to one month. If out of leeway at the end of this period, KOPS® status is lost. Two-week grace period does not apply.
- d) When KOPS® has a miscarriage, Rule 25 (a), (b) and (c) apply.

**26.** KOPS® Longevity Award is earned for five years continuously maintained anniversary of KOPS® status, validated at TOPS® headquarters by the KOPS® weight charts submitted each year with the Chapter Report Form (L-010). Use KOPS® Longevity Award Form (L-051).

- a) KOPS® must document a minimum of 15 weigh-ins each of the five years.
- b) KOPS® must register an in-leeway weight on or after the date award is achieved.
- c) Member may not be on medical excuse at the time the validation is submitted, however, KOPS® may apply with an in-leeway weight when no longer on medical excuse to qualify. 

# TOPS® RECOGNITION (TOPS Rules 27-30)

## 27. CENTURY AWARD WINNERS

A medallion is awarded in recognition of a loss of 100 or more pounds from the highest weight recorded at TOPS Club, Inc. Additional medallions may be earned by a member in 100-pound increments.

## 28. ANNUAL WEIGHT-LOSS DIVISION RECOGNITION

TOPS® members compete annually from the first weight of the calendar year to the last weight of December in eight separate divisions, including divisions for male and female members.

- a) Selected Division Winners shall not be recognized for weight loss if at the last meeting before any recognition day, a member exceeds the recorded weight loss by more than five pounds.
- b) The last weight recorded for the year must be during the month of December and shall not be on medical excuse. Lapsed membership in the current year and unsigned weight chart disqualifies member for recognition.
- c) The ranking of Division Winners is not adjusted after the awards are identified.
- d) Entire annual weight loss of transfer members is counted even if loss occurred in more than one chapter, state, province or country.
- e) Members who become KOPS® during the calendar year are eligible to compete for both Division and Royalty Awards.
- f) Members must have a minimum weight loss of 10 pounds.

## 29. ANNUAL ROYALTY COMPETITION

Eligibility for TOPS® Annual Royalty

- a) Royalty (Queen, Queen Runner-up, King, King Runner-Up) at all levels are the KOPS® who lost the most weight to reach goal for the first time by December 31 of the current year and registered at TOPS® by January 31 of the following year.
- b) Loss to goal honored will be the last goal registered on or before December 31 of the current year. New KOPS® must maintain continuous status from first registration and must maintain this goal weight or lower goal until time of recognition.

DIVISIONS CHART		
	AT LEAST	LESS THAN
	<b>If an adult member's first weight of the year is:</b>	
<b>DIV. 1</b>	300 pounds	400 pounds
<b>DIV. 2</b>	250 pounds	300 pounds
<b>DIV. 3</b>	200 pounds	250 pounds
<b>DIV. 4</b>	150 pounds	200 pounds
<b>DIV. 5</b>	No minimum weight	150 pounds
<b>DIV. 7</b>	400 pounds	No maximum weight
	<b>If a child's age at first weigh-in of the year is:</b>	
<b>DIV. 6</b>	13 years	18 years
<b>DIV. 8</b>	7 years	13 years

- c) A new KOPS® who raises goal after December 31 or loses KOPS® status at any time is disqualified from Royalty competition at all levels.
- d) Weight loss for annual Royalty is determined from original starting weight or highest weight at renewal recorded at TOPS® regardless of time taken to reach goal. Minimum weight loss from highest weight recorded at TOPS® to goal is 10 pounds.
- e) New KOPS® who transfer within the year are eligible for Royalty competition in chapter in which last December weight is recorded. Loss is from the highest weight recorded at TOPS® regardless of chapter in which it was recorded to goal weight.
- f) The last weight recorded for the year must be during the month of December and member shall not be on medical excuse. Lapsed membership in the current year and unsigned weight chart disqualifies member for recognition.
- g) A pregnant KOPS® within a licensed health-care professional's limits at the time of recognition may be Royalty.
- h) When Royalty are disqualified at any level because of lost KOPS® status they are replaced by next in line.

## 30. VALIDATION

Any qualified official of TOPS® has the authority to weigh any questionable contestant before annual recognition at any level.

# Summary of Changes in TOPS Rules – 2025\*

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- **Division 9 has been eliminated.** TOPS® should not be in the position in asking its members for personal medical information. This also pertains to any medications prescribed by healthcare providers. There is no easy way to lose weight. Members who must have surgery to save their lives have the right to keep this private.
- **New Rule – 12. Weight Records (12 k).** *No fines and/or penalties shall be assessed to a member who records a gain.* This is considered fat shaming. Mrs. Manz never condoned this practice; however, past Boards were not willing to make it a rule. It is counterproductive to raise funds for your chapter from a member who gains.
- **Rule 27 Century Award Winners.** There is no longer a one-year waiting period to receive a Century medallion once a member reaches a 100-pound or more loss.
- **Previous Rule 29 f. has been eliminated.** A Division Winner who does not attend their recognition event, is now eligible for recognition.
- **New Rule 28 Annual Weight Loss Division Recognition (Rule 28 c).** *The ranking of Division Winners is not adjusted after the awards are identified.* No winner is moved up the list if an awardee does not attend their recognition event.
- **Previous Rule 30 Annual Royalty Competition (30 j) has been revised, now Rule 29 h.** The phrase *“or absence at time the honor of being Royalty”* has been removed. Royalty who cannot attend the recognition ceremony do not forfeit the honor. They can only be replaced if they lose their KOPS® status.
- **The list of approved healthcare professionals has been removed from the rules.** The effort of expanding approved sources to obtain a goal slip is ongoing. Members will be directed to other TOPS® materials, such as the L-014 or a supplemental goal registration letter, to find approved sources.
- **Previous Rule 6 c Selection of Chapter Leaders has been eliminated.** The rule previously stated that *“in chapters with more than 10 members, no one may hold two officer positions.”* This is no longer a rule.
- **Previous Rule 6 e Selection of Chapter Leaders is now Rule 5 d and has been revised.** The rule now states the Officers Chart (L-001) must be received by the Coordinator within two weeks of the selection. New officers now will assume their responsibilities at the first regular meeting the following month after selection. The practice of chapters holding these changes until July 31 is no longer in effect.
- **Previous Rule 12 Miscellaneous (12 b) is now Rule 11 Miscellaneous (11 b) and has been revised.** The phrase *“while traveling or for temporary necessity while unable to attend his/her own chapter”* has been replaced with *“may visit any chapter for additional support or an approved weigh-in.”* No member should be denied extra support.
- **Rule 7 Memberships (7 c) clarifies a lapsed member who rejoins TOPS®.** If a former member chooses to rejoin TOPS® within a 10-year period since their membership was recorded as inactive, they are not considered a new member.
- **KOPS Rule 14 c clarifies previous KOPS® Rules 15 c concerning adjusting a member’s highest weight.** A weight that is higher than what is recorded can only be adjusted on the advice of an approved healthcare provider.

\* Note: Rules have been renumbered.