**TOPS CLUB, INC.**

**SAMPLE VIRTUAL CHAPTER BYLAWS**

Chapter: TOPS Virtual Chapter 0000

Established – (date)

Bylaws Approved – (date)

1. Chapter Organization
   1. Location – a virtual platform such as Zoom.
   2. Structure – a non-referral chapter grounded in the principles of direction, discipline, and equality espoused by the TOPS Board of Directors
2. Meetings shall be held once weekly on (day) at (time and time zone)
3. Membership -
   1. Chapter Size - minimum – leader plus three members; maximum 8
   2. Annual membership is paid by individual members via the TOPS website.
4. Finances
   1. Chapter does not collect dues or hold fundraisers. Therefore, the chapter has no treasurer or tax identification number and does not file an IRS filing postcard with TOPS Headquarters.
   2. If a virtual meeting platform that is free-of-charge is not available, the cost of an annual subscription will be divided among active chapter members and paid to the member who has the subscription.
5. Officers
   1. Chapter has a leader who appoints a Weight Recorder and Web Designate. The Leader files an Officers Chart annually in July. The Weight Recorder and Web may be the same person.
   2. Chapter leader may appoint other officers if need arises.
6. Weight Records
   1. As per TOPS 2022 Rule 13c, the in-person only weigh-in policy is modified to allow self-reported weights at weekly chapter meetings.
   2. As per TOPS 2022 Rule 13c, validation of start- and end-of-year weights is via a photo of the regularly used home scale with member’s name and date near the weight submitted to Weight Recorder.
   3. TOPS 2022 Rule 13e re Weigh-In is met via Rule 8d1 – members who choose to weigh-in for accountability privately report their weight to the Weight Recorder via the chat option in the virtual platform during the weekly chapter meeting.
   4. Weight Recorder maintains a Weight Chart (L-027T) for each member and submits a Chapter Resume annually by January 8.
   5. Members wishing to become KOPS follow Rule 15 by filing a goal slip with the Weight Recorder either electronically or via US Postal Service.
   6. KOPS meet Rule 17 requirement of at least 15 weigh-ins to maintain status via bylaws 6a and 6b.
7. Meeting Components
   1. Weekly meetings - include a roll call with time for each member to talk about successes and challenges during the previous week and make specific requests for support, an education program, and closes with the KOPS & TOPS Pledges.
   2. Fifth Friday Planning Meetings – chapter members discuss issues relevant to process of the chapter as well as vote upon and approve and weekly, monthly, or annual contests, challenges, and/or incentives.
8. Bylaws are reviewed annually, and revised if needed, at the first Fifth Friday Planning Meeting.
9. The members agree that electronic signatures shall be accepted as approval or rejection of any matter put to written vote of the members.
10. The bylaws may be amended at any time at a duly called business meeting by affirmative vote of two-thirds of the members present.

Approved by all members at regular business meeting held (date) and approved for submission to TOPS Club, Inc.

Name, Leader, Virtual Chapter 0000

Name, Weight Recorder Chapter 0000