

TOPS® RULES

(Effective January 1, 2026 until further notice)

These rules supersede all previously printed rules for TOPS® and to be reviewed and posted in all Chapters and inserted in all TOPS® Manuals for Members and Chapters. Rules are subject to change by resolution of TOPS® Board of Directors.

In accordance with the Articles of Incorporation of TOPS Club, Inc., herein referred to as TOPS®. The Officers of the corporation govern the activities of the chartered Associate Chapter of TOPS 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 A FACILITATOR

Facilitator 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 must be submitted to District Coordinator immediately following this process.
- b. If a Facilitator 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 a Chapter Facilitator 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 must be received by District 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 A FACILITATOR

If needed, the Facilitator will appoint co-Facilitator, a Secretary and Weight Recorder(s). If handling finances, a Facilitator may also appoint a Treasurer to assist with keeping accurate books and completing an annual audit. These appointees would join the Facilitator 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. Facilitators, at their discretion, may assign duties and positions to members to further enhance the Chapter experience.

7. MEMBERSHIPS

- a. The minimum age of a TOPS® member is seven years.
- b. Only individuals who have 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 Facilitator. TOPS® membership is not required for adult advisors of a teen/preteen Chapter.
- c. If membership in TOPS® has lapsed ten full years, the person will be considered a new member for all purposes if rejoining TOPS®.
- d. All members are encouraged to

weigh in regularly 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. Review the KOPS® Supplemental Goal form for more weigh in options.
6. 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.
- 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 products 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 held to 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 to obtain an official weight.
- c. If a TOPS® Chapter meets in private home, 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, Facilitator or other members must consult with the District Coordinator immediately. Chapters with only one active member at the end of the year will be disbanded automatically.

NOTE: CHAPTER DISSOLUTION

- I. In the event of dissolution or termination of the Chapter either by act of the membership or upon revocation of the charter, all the assets of the chapter including money and property shall be surrendered to TOPS®. Members voluntarily leaving the Chapter shall not be eligible to remove or otherwise participate in the distribution of any of the assets of the Chapter unless such members voluntarily leave by mutual

agreement for the purpose of dividing the chapter membership into two or more new Chapters, at which time such new Chapters shall share in the assets on a pro rata basis according to the respective numbers of members in the new Chapters.

II. All the Treasurer's books and weight charts of the dissolving Chapter shall be immediately surrendered to TOPS® at the time of dissolution or division for the purpose of auditing such books and records.

III. Upon dissolution of the Chapter, all materials distributed by TOPS® for the use of the Chapter and its Officers shall be immediately returned to TOPS®.

12. WEIGHT RECORDERS

- a. All weight records and charts of TOPS® members are as confidential as feasible to process memberships and recognition forms.
- b. A member must observe their weight being recorded on their official weight chart and may have access to the information at any time.
- c. All weight charts are provided by TOPS®. KOPS® and winners' charts are submitted with the Annual Report Form to the District Coordinator or Virtual Programming Administrator.
- d. 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.
- e. 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.
- f. 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).

- g. 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.
- h. Highest weight may not be changed when member is pregnant, or KOPS® is on a Medical Excuse.
- i. Members may attend other Chapter(s) for a period of time. Weights may be recorded on Weight Chart Form marked as "Travel" by the home Chapter, which visiting member brings.
- j. 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 to the home Chapter by December 31.
- k. 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. See Rule 25 specifically for KOPS®.
- l. No fines and/or penalties shall be assessed to a member who records a gain.

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 a healthy range. A signed KOPS® Supplemental Goal Form may also serve a goal slip.

- a. This statement must be filed with Chapter Weight Recorder, Facilitator, 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® and are encouraged to weigh-in often.
- c. No adult member may have a goal weight higher than the highest weight recorded upon joining or renewing at TOPS® unless adjusted by healthcare professionals. Exceptions are on a case-by-case basis.

15. When goal is reached for the first time, KOPS® Registration Form or KOPS® Supplemental Goal Form, using “New/First” is submitted with a signed and dated goal slip and copy of the Weight Chart to District Coordinator or Virtual Programming Administrator. A KOPS® is eligible to graduate after registration is validated at TOPS®.

16. KOPS® who are on a KOPS® Weight Chart from the first week of January through the last week of December must have at least fifteen 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 a 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, 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 Form stating new goal and height must be sent to District 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 Facilitator a licensed healthcare professional’s new goal slip to change goal. KOPS® Registration Form using “Goal Change” must be completed and sent to the District Coordinator or Virtual Programming Administrator with new goal slip and 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 a 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 unassigned weight chart disqualifies KOPS® for awards at all levels.

22. If KOPS® status is lost, Notice of Lost Status is sent to District 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 using "Reinstating" must be completed and sent with a copy of weight chart to the District Coordinator or Virtual Programming 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 twelve 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 Facilitator. 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 thirteen 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 thirteen 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. Use KOPS®

Longevity Award Form.

- a. KOPS® must document a minimum of fifteen 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 one hundred 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 a 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 in 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 1st and 2nd Runner-up, King, King 1st and 2nd 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 the time of recognition.
- 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 from 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 a Chartered 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 healthcare professional's limits at the time of recognition may be Royalty.
- h. Royalty placements are final and can only be changed if KOPS® status is lost prior to recognition.

30. VALIDATION

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

SUMMARY OF CHANGES IN TOPS

RULES - 2026

GENERAL RULES – 1 THRU 12: Rules 5 & 6. Selection and Duties of a Facilitator:

These two rules deal with name changes of officers. Why Facilitator instead of Leader? Both terms define a crucial role in guiding a chapter, however the approach and responsibilities differ. A Leader comes from a position of authority while a Facilitator acts as a neutral party, guiding the process. The authority lies in the chapter as a whole with a Facilitator fostering a more collaborative environment.

The term Assistant Weight Recorder is no longer used. Chapters can have as many Weight Recorders as needed, which all serve equally.

The title of Web Designate has been eliminated. Now that all members have equal access to the TOPS website, designating one person is no longer necessary.

As the database continues to evolve, Chapter Officers will receive specific reports to assist them in their roles.

Note that Coordinators are now referred to as District Coordinators. This reflects that some Field Staff oversee more than one state or province.

Rule 7. Memberships:

Language added to further enhance and remind members that they now have more options in obtaining a validating weight. Reference to the KOPS Supplemental Goal Form is used as an example.

Rule 11 (h). Miscellaneous: [Disbanded Chapters]

Language used in past versions of TOPS Rules has been added to further remind chartered chapter's assets are to be returned to TOPS if members from a disbanded do not join another local chapter.

Rule 12. Weight Records:

Language added to affirm that members must observe their weight being written on the official TOPS chart and not a substitute.

KOPS RULES (TOPS RULES 13-26):

Rule 14

Reference to the BMI chart has been removed. Language added to encourage member to obtain a healthy weight range from a professional in wellness. Any exceptions or a member having difficulty obtaining a goal must be discussed with the District Coordinator.

TOPS RECOGNITION (TOPS RULES 27-30):

Rule 29. Annual Royalty Competition:

Adds a 2nd Runner Up positions to Queen and King recognition. Also, as with Division awards, once Royalty placements are made the order is not adjusted. Only with the loss of KOPS status would a change be allowed. The ability to attend a Recognition Day event is no longer required to receive the honor.

General Comments:

Forms will now be referenced with their actual titles. Stating the title of a form helps members find exactly what they need. Reference to a letter and number are for internal use and have been removed from the rules.

The Division Chart is no longer part of the rules. This allows the ability to honor and recognize more members without waiting for rule changes.

National recognition rules are designed to be applicable for all TOPS members. Other types of recognition not mentioned in these rules are at the discretion of Chapter Facilitators, Advocates, District Coordinators, Service Program Administrators, Virtual Program Administrators and TOPS Club, Inc.