TGAINST 1002
MEM
22 Jan 2024

TGA INSTRUCTION 1002

From: President, TOPGUN Association

Subj: TOPGUN ASSOCIATION HONORARY MEMBER PROGRAM POLICY AND PROCEDURES

Ref: (a) TOPGUN Association Board of Directors meeting minutes dtd 17 Nov 2023
(b) First Amendment to Bylaws of TGA 11 Mar 2020
(c) TOPGUN Association Board of Directors meeting minutes dtd 19 Jan 2024
(d) Cooke, P.M. e-mail ltr to TGA EXCOM dtd 15 Jul 2020

Encl: (1) TGA Honorary Member Recommendation and Endorsement
(2) TGA Honorary Member Briefing Guide (TBD)

1. Purpose. To issue policies and procedures for the management of TOPGUN Association Honorary Member Program (TGA HMP).

2. Applicability. This instruction applies to all organizational entities within the TGA.

3. Policy.

a. Reference (a) established the need for defined policies regarding a TGA HMP. Article 13, Section 1 (b) of reference (b) gives TGA Board of Directors authority to establish one or more unofficial classes of members. Reference (c) approves these policies and procedures. This instruction delineates the procedures required to nominate and bestow honorary TGA membership status to select individuals who do not meet the regular membership criteria of being alumni of the Navy Fighter Weapons School.

b. The concepts — duty of care, and duty of loyalty to the TGA require directors to determine whether a TGA Honorary Membership candidate's character and demonstrated performance is:

(1) In keeping with the standards and traditions of the Navy Fighter Weapons School, and
(2) Aligned with the furthering of TGA's objectives and purposes.

c. Granting a TGA Honorary Membership is not an award or reward, rather it is recognition of superlative contribution to furthering TGA's mission and forging a lasting relationship between the honorary member and the TGA.

d. Official candidacy of a TGA Honorary Membership requires no less than two director's endorsements. Director's confirmation of honorary status must be approved by at least a two-thirds majority of the required quorum for such meeting. Duration and membership category is — TGA Honorary Lifetime Membership. To maintain the value and distinction of TGA Honorary Membership, the board may cap the number of existing honorary memberships but will not approve additional honorary memberships if the total number of honorary memberships reaches 5% of total TGA annual and lifetime regular membership.

4. Responsibilities.

a. TGA Membership Committee (MEM) is responsible for the overall management of this program. Procedural guidelines for the TGA HMP are to be developed by MEM and will include:

(1) Formatting and distributing endorsement applications for prospective honoraries to the directors, enclosure (1).

(2) Scheduling, announcing, and managing upcoming votes on HMP candidates at normal board meetings.

(3) Processing, and joining (e.g., in-briefing, rules-and-responsibilities, etc.), of new honorary members, enclosure (2).

(4) Periodic review and reporting of honorary member's standing to the board.

(5) Developing and enforcing membership revocation criteria.

b. TGA President (PRES) is responsible for personally contacting newly joined honorary members and advising them of their selection.

c. TGA VP Administration (ADMIN) will ensure new honorary members are officially announced in all TGA correspondence and directories.

d. TGA ADMIN Coordinator will make sure all identification materials (e.g., nametags, etc.) display "TGA Honorary Member — Year (of selection)."

e. TGA Events (EVENTS) should integrate the announcement and in-person recognition of newly joined honorary members at all applicable events. Whenever possible, a short introduction, list of the honorary's accomplishments, recognition of the honor of membership, and a TGA "presento" should elevate the importance of the occasion and foster esprit de corps.

f. TGA Acquisitions & Logistics (A&L) and TGA SWAG are responsible for acquiring and making available all "presentos" for gifting to newly joined honorary members.

5. Records Management. Records created because of this instruction, regardless of format or media, must be maintained in accordance with TGA Directives Management.

6. Forms. Enclosure (1) is used for recommending and formally endorsing a candidate for selection as a TGA Honorary Member and is available on the TGA Website at: https://www.topgunassociation.org/admin/mem/hmp_endorsement

a. MEM 1002 Honorary Member Recommendation and Endorsement



K.M. MCLAUGHLIN

Distribution:
Electronic only via TOPGUN Association Website
https://www.topgunassociation.org/admin/mem/honorary_member_program

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TGA Honorary Member Recommendation and Endorsement

Date:

From:

To: TGA Membership Committee

Subj: TGA Honorary Member Recommendation and Endorsement ICO (name)

Attach: Candidate's biography or resume (include contact info)

1. Brief description of your professional relationship with the candidate.

2. Example(s) or description of candidate's character, performance, and alignment with TOPGUN ethos and TGA's mission statement.

3. Personal endorsement.

Signature

Enclosure (1)

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TGA HONORARY MEMBER BRIEFING GUIDE

(TBD)

Enclosure (2)