

# **NORTH AMERICAN HOBIE CLASS ASSOCIATION BYLAWS**

**(as amended May 1, 2001)**

## ***ARTICLE I. TITLE & GEOGRAPHIC BOUNDARIES***

### **Section 1. Title:**

The name of this organization shall be the North American Hobie Class Association (NAHCA).

### **Section 2. Geographic Boundaries:**

The geographical boundaries of the North American Hobie Class Association shall include the countries of Canada, Mexico, Puerto Rico, El Salvador, Guatemala and the United States of America, and the sailing waters under their respective jurisdictions or jurisprudence as outlined in the NAHCA Division map published in the class newsletter.

### **Section 3. Individual National Associations:**

The North American Hobie Class Association recognizes the rights and jurisdiction of individual National Hobie Class Associations to operate within the North American Region.

## ***ARTICLE II. - PURPOSE AND AIMS***

### **Section 1. Purpose:**

The purpose of the North American Hobie Class Association is to establish and promote the highest standards of Hobie Cat sailing/racing in its geographic boundaries in collaboration with the National and International sailing authorities.

### **Section 2. Aims:**

The aims of the NAHCA include:

- a. To give support and encouragement to the sailors of Hobie Cat sailboats.
- b. To encourage and promote the racing of Hobie Cat sailboats and to unify the rules in connection therewith.
- c. To support and maintain the one-design racing and other features of the Hobie Cat sailboat.
- d. To participate in the promotion of Hobie Cat sailing activities among the members of the NAHCA and the International Hobie Class Association (IHCA).
- e. To uphold the rules governing Hobie Cat racing competitions provided by the International Hobie Class Association and the International Sailing Federation (ISAF), including the sailing prescriptions of the relevant national authority.

- f. To provide advisory jurisdiction over activities sponsored by members, Fleets and Divisions of the association.
- g. To foster educational programs for the training of members in the sport of Hobie Cat sailing, and for organizational management of such programs.
- h. To foster and promote public interest in the sport of Hobie Cat sailing.
- i. To maintain liaisons with the national and international sailing authorities, U.S. Sailing, and the International Sailing Federation, as well as other sailing organizations that may be brought to the attention of the Board of Directors in the future, to promote and stimulate interest in sailing.
- j. To support the manufacturers and dealers in the promotion of Hobie Cat sailing and the quality production of one design boats.

### ***ARTICLE III. DEFINITIONS***

These words and their definitions shall represent the interpretations to be utilized throughout this document.

Calendar Year - The calendar year shall be defined as January 1 through December 31.

Deadline Postmark - The deadline postmark shall be 11:59 PM of the specified deadline date.

In Good Standing - In good standing shall be a membership status that represents completion of the membership application and full payment of membership dues within the current calendar year.

Majority - A majority shall consist of the greater number of member votes received by the specified deadline, on a specific issue.

Quorum - A quorum is the minimum number of members of the organization's board of directors necessary to transact business.

1. Annual General Meeting Quorum: The annual board meeting quorum shall consist of fifty one percent (51%) of the eligible board members as defined in Article VI. Section 2.

2. Board Vote by Ballot: The quorum for a board vote utilizing a written mailed ballot or electronically shall be fifty one percent (51%) of the eligible voting board members completed ballots responses received by the specified deadline.

3. General Membership Vote By Mailed Ballot: The quorum for a general membership vote utilizing a written mailed ballot shall be fifty one percent (51%) of the completed ballots responses received by the specified deadline.

## **ARTICLE IV. - MEMBERSHIP**

### **Section 1. Qualifications:**

Membership shall be open to all persons interested in the sport of Hobie Cat sailing. No person shall be denied the right to membership or participation in any event within the jurisdiction of the NAHCA or to manage or otherwise be involved in the participation of such event, or having so participated shall suffer any penalty for having participated, on the grounds of race, color, religion, age, sex, sexual preference or national origin. This section shall not prevent the conduct of separate events for men and women and special populations.

### **Section 2. Dues:**

Annual membership dues for the NAHCA are outlined in the class newsletter.

- a. Annual membership dues shall be the amount recommended by the Membership Chairman and approved by the Board of Directors at the Annual General Meeting.
- b. The membership year shall be the calendar year.
- c. Members shall be responsible for maintenance of their individual good standing status, and for keeping on file with the Membership Chairman a current address to which all communications of the NAHCA may be sent.

### **Section 3. Privileges of Membership**

- a. Members in good standing status are also such members of the International Hobie Class Association. Membership in the IHCA is only achieved by belonging to a national governing authority.
- b. A member in good standing status is entitled to one vote within the general membership-voting format.
- c. A member in good standing status is entitled to participate in all sailing events sanctioned by the NAHCA and/or the IHCA as well as skipper his/her boat in such events without additional membership fees.
- d. Only members in good standing status are eligible to introduce motions, serve on NAHCA committees, be a member of the Board of Directors or to serve as an association, fleet or division officer.

## **ARTICLE V. - DIVISION AND FLEET PROGRAM**

### **Section 1. Division Structure:**

The NAHCA shall establish sixteen (16) Divisions in distinctive geographic areas deemed appropriate and relevant, having regard to all considerations including but not limited to geography, language, distance, and population, for the development and the fulfillment of the purposes of the NAHCA. The Divisions and their defined geographic boundaries are described in Appendix B.

- a. The NAHCA Board of Directors shall approve proposed changes to the defined boundaries.

b. Each Division shall establish bylaws that describe the division officer roles, the format for conduct of division business and rules that are particular to the individual division activities and sailing events. Recommended changes to divisional bylaws shall be reviewed by the NAHCA Bylaws Committee prior to initiation in order to verify compatibility with NAHCA, IHCA and ISAF rules. The final draft of each Divisions bylaws must be submitted to the NAHCA Bylaws committee by on or before December 1 of each year.

c. Each Division shall provide the NAHCA Secretary with a list of Division officers and an updated copy of the Division bylaws by December 1 of the preceding calendar year. Failure to comply will result in forfeiture of voting privileges on the NAHCA Board of Directors until submitted.

d. The Division Chairman shall represent the Division on the NAHCA Board of Directors, and shall render a single vote on behalf of the Division, upon request, for official business presented to the board of directors, either by ballot or during the annual board meeting. If a Division Chairman is determined not to be a member in good standing that division shall loose its voting privileges within the Board of Directors until which time the Division Chairman becomes a member in good standing.

**Section 2. Fleet Structure:**

Each Division shall establish Fleets of sailors within smaller distinctive geographic areas. Fleets shall be chartered through the IHCA Executive Assistant and upon completion of an application form, shall be assigned an identification number. In order to maintain the charter, a list of fleet officers, an updated membership list, and a brief report of fleet activities shall be submitted to the IHCA Executive Assistant and the NAHCA Secretary by December 1 of the preceding calendar year.

***ARTICLE VI. BOARD OF DIRECTORS***

**Section 1. Composition:**

The Board of Directors shall be composed of the elected and appointed officers, the sixteen (16) Divisional Chairmen, one (1) representative of the Women's Hobie Cat Racing Association. The chairmen of the standing committees, the Race Director and the immediate past NAHCA chairman shall serve on the board in an advisory capacity. Newly elected NAHCA officers will assume their position on the Board of Directors at the close of the Annual Board of Directors Meeting.

**Section 2. Voting Privileges:**

The voting privileges of the Board of Directors shall include:

- a. One vote from each Divisional Chairperson
- b. One vote from the WHCRA representative

**Section 3. Voting Privileges:**

Elected and appointed officers shall only have voting privileges as an individual member. These officers do not have a vote on the board of directors. The Chairman shall vote only in the event of a tie.

**Section 4. Powers and Duties:**

The general management of the affairs of the NAHCA shall be vested in the board of directors of NAHCA. The board of directors shall:

- a. Transact all other business not explicitly vested herein to the general membership, required to carry out the purpose and aims of the NAHCA;
- b. Manage, control, and conserve any property interest of the NAHCA
- c. Create standing and ad hoc committees, define their duties and appoint the chairman (See Article IX. Section 1).
- d. Determine division boundaries according to membership distribution and/or geography
- e. Vote by mailed ballot or electronically as necessary.
- f. Select, through process of secret ballot, the Appointed Officers and members of the Appeals Committee.

***ARTICLE VII. ELECTED AND APPOINTED OFFICERS***

**Section 1. Elected Officers:**

The elected officers shall be comprised of the Chairman, 1st Vice Chairman and 2nd Vice Chairman.

**Section 2. Appointed Officers:**

The appointed officers shall be comprised of the Membership Chairman, Secretary, Treasurer and the Race Director.

**Section 3. Eligibility:**

Members eligible to hold any of the elected or appointee positions must have good standing status provided:

- a. A member may not be a candidate for more than one NAHCA office or hold more than one office at the national or Division level at any given time.
- b. Each Division may have only one member in the capacity of elected officer of NAHCA.
- c. Minimum age requirement is twenty one (21) years of age.

**Section 4. Term of Office:**

The term of each elected or appointed officer shall be the one year between annual meetings.

**Section 5. Length of Office:**

The Chairman, 1st Vice Chairman, 2nd Vice Chairman and Treasurer shall not retain the same position for more than three (3) consecutive terms.

**Section 6. Duties of Office**

a. Chairman: The chairman shall:

1. Preside at all board of directors and general membership meetings.
2. Be responsible for coordinating the affairs of the organization, subject to and in accordance with the bylaws and the direction of the board of directors.
3. Represent the NAHCA on the International Hobie Class Association board, with voting privileges as described in the IHCA constitution.
4. Be an ex-officiate member of all standing and ad hoc committees.
5. Assist the Treasurer in the preparation and submission of the proposed annual budget to the board of directors for approval.

b. 1st Vice Chairman: The 1st Vice Chairman shall:

1. Provide assistance to the Chairman, and perform such duties as may be delegated by the Chairman.
2. In the absence of the Chairman assume the duties of the Chairman.
3. Succeed to the office of Chairman should the office become vacant during an unfinished term.
4. Serve as Chairman of the Youth Program.

c. 2nd Vice Chairman: The 2nd Vice Chairman shall:

1. Provide assistance to the Chairman, and perform such duties as may be delegated by the Chairman.
2. In the absence of the Chairman and 1st Vice Chairman, assume the duties of the Chairman.
3. Succeed to the office of Chairman should the office become vacant during an unfinished term and the 1st Vice Chairman is unable to fill the office.
4. Chairman of the Bylaws Committee.

d. Treasurer: The Treasurer shall:

1. Maintain current files of all organizational business.
2. Receive all monies of the NAHCA and disburse them under the direction of the board of directors.
3. Be responsible for accurate and complete recording of all organization receipts and disbursements.
4. Present a current financial report at the annual board meeting and present for approval a proposed budget for the following year.

e. Secretary: The Secretary shall:

1. Record the minutes of all board of directors and general membership meetings and be responsible for the appropriate distribution and reading of the minutes.

2. Receive completed surveys and ballots from general membership compile the results of these and forward the results to the appropriate committee chairman.
3. Assist the council and chairman in other areas as needed.

f. Race Director: The Race Director shall:

1. Serve as chairman of the Race Department.
2. Be responsible for solicitation and review of all Area Championship and North American Championship bids, and make recommendations to the board of directors for bid selection.
3. Promote and encourage IHCA, NAHCA, Division and Fleet race programs and other race programs as deemed necessary.
4. Coordinate the Race Management Training Program.
5. Support the development of club race officers, principal race officers and judges within the NAHCA membership.
6. Act as, or approve selection of, Principle Race Officer(s) for all National and Regional Events.
7. Identify and submit recommendations for change of the IHCA Class Event Instructions, as needed, to the IHCA Board of Directors.
8. Serve as Chairman of the Rules Committee.
9. Act as liaison for the NAHCA with the Race Director of the IHCA.

g. Membership Chairman: The Membership Chairman shall:

1. Serve as Chairperson of the Membership committee.
2. Submit recommendations to the board of directors for changes in the membership criteria and application.
3. Be responsible for the systematic collection of member applications and dues.
4. Maintain a current list of members in good standing.
5. Be responsible for coordination of other services offered through member services.

## ***ARTICLE VIII. NATIONAL CLASS ASSOCIATION REPRESENTATIVES***

Women's Hobie Class Racing Association Representative: The Women's Hobie Class Racing Association shall be represented on the NAHCA board of directors by the North American Representative of the WHCRA. The representative shall have one (1) vote on the NAHCA board of directors.

## ***ARTICLE IX. COMMITTEE STRUCTURE***

### **Section 1. Standing Committees:**

The standing committees of the NAHCA shall be the Bylaws, Nominating, Membership, Publications, Rules and Appeals committees. Standing committees will be created as needed by the Board of Directors after the annual meeting and before the close of the calendar year.

## **Section 2. Committee Duties**

a. Nominating Committee: The nominating committee shall

1. Consist of five (5) members who shall be elected by the NAHCA Board or Directors to serve one calendar year. No Division shall be entitled to more than one member to serve on this committee at any one time. The individual with the most votes will be the Chairman.
2. Request the names of members who are interested and willing to serve as officers, prior to the annual board of directors meeting.
3. Solicit members who are interested in serving on the Bylaws, Membership, Publications, Rules, Nominating, and Appeals Committee, and submit the names to the Board of Directors.
4. If a member of the Nominating Committee becomes a candidate for an elected office, the member shall resign from the committee effectively immediately. This does not apply to a present member of the Nominating Committee whose name is submitted as a candidate for the Nominating Committee for the next year

b. Bylaws Committee: The Bylaws Committee shall:

1. Consist of five (5) members serving a term of one (1) calendar year.
2. Review the Bylaws of the NAHCA and its Divisions on an annual basis, for consistency with the aims and policies of the NAHCA.
3. Receive, submit and review all proposed amendments to the NAHCA Bylaws.
4. Submit recommendations for proposed amendments to the NAHCA Bylaws to the board of directors for approval.
5. Submit to the Board of Directors recommendations for proposed amendments to Division bylaws.
6. The Chairman of the Bylaws committee shall be the 2nd Vice Chairman of the NAHCA and shall be responsible for receiving the ballots and declaring the Results.
7. All amendments to the bylaws shall be announced in the Newsletter within two (2) months after declaration of results.

c. Membership Committee: The Membership Committee shall:

1. Consist of members serving a term of one (1) calendar year.
2. Develop marketing strategies for recruitment and retention of members.
3. Identify and develop programs to provide additional member services
4. Review the membership application on an annual basis and submit recommendations for change to the board of directors prior to the annual Board of Directors meeting.

d. Publications Committee: The Publications Committee shall:

1. Consist of members serving a term of one (1) calendar year.
2. Develop and distribute the newsletter for the NAHCA.
3. Participate in the development and distribution of all written materials sponsored by the NAHCA.

e. Rules Committee: The Rules Committee shall:

1. Consist of five (5) members serving a term of one (1) calendar year.
2. Review suggestions from members regarding potential changes for the IHCA rules, Sailing Instructions and IHCA Event Instructions.
3. Provide feedback to the IHCA Rules Committee on suggested changes that have been identified from other regions.
4. Conduct member surveys to identify the interest and concern regarding suggested changes.
5. Submit recommended changes to the IHCA Rules Committee for review.

f. Appeals Committee: The Appeals Committee shall:

1. Consist of five (5) members, serving for a period of two (2) calendar years. Three (3) of the members shall be certified as a US Sailing Judge or Canadian Yachting Association (CYA) Judge. Each member shall be in good standing status in the NAHCA and have a minimum of five (5) years of involvement in Hobie Cat Sailing.
2. Hear and decide all NAHCA racing appeals in conformity with the current ISAF Racing Rules.
3. Insure that all appeals files are in accordance with Rule 77 and Rule 78 of the current ISAF Racing Rules and shall be resolved within ninety (90) days of the original protest hearing.
4. All publishable decisions of the Appeals Committee shall be published in the next available issue of the NAHCA newsletter in a synopsis form.
5. Support the development of club race officers, senior race officers and judges within the NAHCA membership.

## ***ARTICLE X. NOMINATIONS AND ELECTIONS***

### **Section 1. Nominating Committee:**

The members of the Nominating committee shall coordinate elections.

### **Section 2. Nominating Schedule:**

There shall be an annual election.

- a. All the Elected Officers shall be elected annually.
- b. All Appointed Officers shall be confirmed annually by a vote of the board of directors.
- d. All Nominating Committee members shall be elected annually.

### **Section 3. Election Procedures**

- a. The Nominating Committee shall submit a ballot of candidates for each elected officer position and Nominating Committee position to the Secretary. The officers will then be elected by the Board of Directors at the annual meeting. If a quorum is not present at the annual meeting this election may be performed by mail or email ballot.
- b. The Nominating Committee shall submit a ballot of candidates for the Appeals and Nominating committees and the Appointed Officers to the Board of Directors voting members after the annual Board of Directors meeting for election and confirmation prior to the end of the calendar year.

c. Those elected shall take office at the close of the annual board of directors meeting at which their election is declared, with the exception of the Treasurer who shall remain on an interim basis for two (2) months.

d. A list of members interested in serving on the Bylaws, Rules, Membership and Publications committees shall be submitted to the Board of Directors for approval.

## **ARTICLE XI. MEETINGS**

### **Section 1. Annual Board of Directors Meeting:**

The annual Board of Directors Meeting shall be held in conjunction with an NAHCA Continental Sailing event.

a. The date and place of this meeting shall be announced 2 months prior in the NAHCA Newsletter.

b. The agenda for the meeting shall be announced to each member of the board of directors and Committee Chairman thirty (30) days prior.

c. Division Chairmen who are unable to attend must submit to the Secretary a letter stating their absence and who shall be the representative for the Division no later than ten (10) days prior to the meeting.

d. General membership shall be invited to attend the meeting; members shall not have voting privileges except where provided explicitly in these bylaws.

e. The meeting shall be utilized to conduct NAHCA business, including committee reports, discussions of administrative issues and committee members.

f. Robert's Rules of Order shall govern the proceedings of NAHCA, except in such cases as are covered by the bylaws and/or special rules adopted by the NAHCA.

### **Section 2. Open Discussion Meetings:**

During the year, open discussion meetings may be held by the elected officers to solicit concerns and provide information to the members. These meetings shall be announced in the NAHCA Newsletter, Division Newsletters and Regatta Flyers. These meetings will be informal and will not provide for a voting format.

### **Section 3. Division and Fleet Meetings**

Division and individual Fleet meetings are encouraged. The frequency and format of these meetings shall be outlined within the individual Division Bylaws.

## **ARTICLE XII. RACE MANAGEMENT**

### **IHCA Class Event Instructions**

a. All NAHCA sanctioned points regattas, area championships and National championships shall be governed by the rules of the ISAF, the US Sailing Association or the National Sailing Authority having jurisdiction, and the NAHCA sailing instructions and IHCA class rules.

b. All NAHCA sanctioned points regattas, area championships and National championships shall be organized utilizing the NAHCA Class Event Instructions.

### ***ARTICLE XIII. TERMINATION OR SUSPENSION OF MEMBERSHIP***

The board of directors shall have the power to terminate or suspend membership for the following reasons:

- a. Failure to pay annual dues as required by the NAHCA.
- b. Illegal or unprofessional conduct of such nature that it conflicts with NAHCA's purpose and aims, including IYRU Rule 75. No individual's membership may be terminated or suspended on this ground until the person has been notified in writing of the charges and has had an opportunity for a hearing held before the board of directors. A three-fourths (3/4) vote by the board of directors shall be necessary for termination or suspension under Article XIII (b).

### ***ARTICLE XIV. AMENDMENTS***

The By-Laws of the NAHCA may be amended by a vote of a quorum of the NAHCA Board of Directors. Amendments may be proposed in one of two ways:

- a. A member or fleet in good standing may submit a proposal to the bylaws committee for consideration.
- b. The Board of Directors may submit a proposal to the bylaws committee for consideration. The Bylaws committee shall review all proposals and submit a recommendation to the Board of Directors for approval.