

# **HOBIE CLASS ASSOCIATION OF NORTH AMERICA BYLAWS**

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HOBIE CLASS ASSOCIATION OF NORTH AMERICA BYLAWS  
(as amended July 31, 2011)

ARTICLE I. TITLE & GEOGRAPHIC BOUNDARIES

Section 1. Title: The name of this organization shall be the Hobie Class Association of North America (HCANA, or for the purposes of this document, HCA).

Section 2. Geographic Boundaries: The geographical boundaries of the Hobie Class Association of North America shall include the countries of Canada, Mexico, El Salvador, Guatemala, Belize, the United States of America and its Territories, including Puerto Rico, all other countries and Caribbean islands north of the Panama Canal, and the sailing waters under their respective jurisdictions or jurisprudence as outlined in the Division map published in the class newsletter.

Section 3. Individual National Associations: The Hobie Class Association of North America 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 Hobie Class Association of North America is to establish and promote Hobie Cat sailing and racing in its geographic boundaries in collaboration with the National and International sailing authorities.

Section 2. Aims: The aims of the HCA include:

- a. To give support and encouragement to the sailors of Hobie Cat sailboats.
- b. To encourage and promote the highest standards of Hobie Cat sailboat racing and to unify the rules in connection therewith.
- c. To support and maintain the one-design racing features of the Hobie Cat sailboat.
- d. To participate in the promotion of Hobie Cat sailing activities among the members of the HCA 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, US 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 Hobie Cat sailing.
- j. To support the manufacturers and dealers in the promotion of Hobie Cat sailing and the quality production of one design class Hobie Cat sailboats.

## 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 transmitted ballot 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 Ballot: The quorum for a general membership vote utilizing a written mailed ballot or electronically transmitted ballot shall be fifty one percent (51%) of the completed ballot 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 HCA 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 HCA 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 HCA may be sent.

### Section 3. Privileges of Membership

- a. Members in good standing status are also such members of the International Hobie Class Association.
- b. A member in good standing status is entitled to one vote within the general membership-voting format.
- c. Only members in good standing status are entitled to participate in any sailing events sanctioned by the HCA and/or the IHCA as well as skipper their boat in such events.
- d. Only members in good standing status are entitled to earn points in the North American ranking system, or to earn qualifying points toward participation in World Championship events.
- e. Only members in good standing status are eligible to introduce motions, serve on HCA 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 HCA shall establish 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 HCA. The Divisions and their defined geographic boundaries are described in Appendix B.

- a. The HCA 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 HCA Bylaws Committee prior to initiation in order to verify compatibility with HCA, IHCA and ISAF rules.
- c. Each Division shall provide the HCA Secretary with a list of Division officers by December 1 of the preceding calendar year.
- d. The Division Chairman shall represent the Division on the HCA 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 lose 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 Director 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 Director and the HCA 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 officers, the Divisional Chairmen, and one (1) representative of the Women's Hobie Cat Racing Association (WHCRA). The chairmen of the standing committees, the Race Director and the immediate past HCA chairman shall serve on the board in an advisory capacity. Newly elected HCA 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 HCA 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 HCA shall be vested in the Board of Directors of HCA. 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 HCA;
- b. Create standing and ad hoc committees, define their duties and appoint the chairman (See Article IX. Section 1).
- c. Determine division boundaries according to membership distribution and/or geography
- d. Vote by mailed ballot or electronically as necessary.
- e. Select, through process of secret ballot, the Officers.

## ARTICLE VII. ELECTED OFFICERS

Section 1. Elected Officers: The elected officers shall be comprised of the Chairman, 1st Vice Chairman and 2nd Vice Chairman, Race Director, Event Coordinator, Membership Chairman, Secretary, Treasurer, and Youth Program Director.

Section 2. Eligibility: Members eligible to hold any of the elected positions must have good standing status provided:

- a. A member may not be a candidate for more than one HCA elected office or hold more than one HCA elected office at any given time.
- b. Each Division may have only one member in the capacity of HCA Chairman, 1st Vice Chairman or 2nd Vice Chairman.
- c. Minimum age requirement is twenty one (21) years of age.

Section 3. Term of Office: The term of each elected officer shall be the one year between annual meetings.

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Section 5. 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 HCA 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.
6. Manage, control, and conserve any property interest of the HCA.

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. Identify candidates for the Nominating Committee per Article IX.2.a.1. and submit a ballot to the Board of Directors for election and confirmation of the Nominating Committee.

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. Serve as Chairman of the Bylaws Committee.

d. Treasurer: The Treasurer shall:

1. Maintain current files of all organizational business.
2. Receive all monies of the HCA 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.
5. Maintain and submit appropriate records as required by the Internal Revenue Service.

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 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, HCA, 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 HCA membership.
6. Act as, or approve selection of, Principal Race Officer(s) for all North American and Regional Events.
7. Identify and submit recommendations for change of the IHCA Class Event Instructions, as needed, to the IHCA Board of Directors.

g. Event Coordinator: The Event Coordinator shall:

1. Be responsible for scheduling and coordinating major HCA events, particularly Area Championships and North American championships.
2. Assist the Race Director in soliciting and reviewing bids for Area and North American Championships.
3. Assist the individual event chairs of Area and North American Championships with advanced event planning, budgeting and creation of documents such as NOR and SI's.
4. Act as primary liaison between the HCA and the event chairs of Area and North American Championships.
5. Travel as necessary to some Area and/or North American Championships to assist during the events.
6. Act as Guest Expert Program Coordinator, being responsible for providing GEPs when requested by events and negotiating the logistics and expenses associated with a GEP request.

h. 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.

i. Youth Program Director: The Youth Program Director shall:

1. Serve as Chairperson of the Youth Program.
2. Be responsible for the HCA Youth North American Championship event in conjunction with the Race Director.
3. Coordinate with US Sailing to provide support and representatives for the US Youth Multihull Championship.

4. Coordinate other youth Hobie sailing events throughout HCA.

## ARTICLE VIII. WOMEN'S CLASS ASSOCIATION REPRESENTATIVE

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

## ARTICLE IX. COMMITTEE STRUCTURE

Section 1. Standing Committees: The standing committees of the HCA shall be the Bylaws, Nominating, Membership and Publications 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 HCA Board of 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.
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, and Publications Committees, 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 three (3) members serving a term of one (1) calendar year.
2. Review the Bylaws of the HCA on an annual basis, for consistency with the aims and policies of the HCA.
3. Receive, submit and review all proposed amendments to the HCA Bylaws.
4. Submit recommendations for proposed amendments to the HCA Bylaws to the Board of Directors for approval.
5. The Chairman of the Bylaws committee shall be the 2nd Vice Chairman of the HCA and shall be responsible for receiving the ballots and declaring the results.
6. All amendments to the bylaws shall be announced in the next published edition of the HCA Newsletter 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.
3. Participate in the development and distribution of all written materials sponsored by the HCA.

## 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 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 to the Secretary and the Board of Directors at least 60 days prior to the Annual General Meeting. This ballot of candidates can be modified or changed up to and until 30 days prior to the AGM. 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. 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.

## ARTICLE XI. MEETINGS

Section 1. Annual Board of Directors Meeting: The annual Board of Directors Meeting shall be held in conjunction with an HCA North American Championship sailing event.

- a. The date and place of this meeting shall be announced at least 1 month prior in the HCA 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 HCA business, including committee reports, discussions of administrative issues and committee members.

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

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 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 HCA sanctioned points regattas, area championships and North American championships shall be governed by the rules of the ISAF, US SAILING or the National Sailing Authority having jurisdiction, and the HCA sailing instructions and IHCA class rules.

b. All HCA sanctioned points regattas, Area Championships and North American Championships shall be organized utilizing the HCA Class Event Instructions.

## ARTICLE XIII. AMENDMENTS

The Bylaws of the HCA may be amended by a vote of a quorum of the HCA 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.