

HOBIE CLASS ASSOCIATION OF NORTH AMERICA (HCANA) BYLAWS

Amended 7/30/2023

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1. TITLE & GEOGRAPHIC BOUNDARIES

- 1.1. **Title.** The name of this organization shall be the Hobie Class Association of North America (HCANA).
- 1.2. **Geographic Boundaries.** The geographical boundaries of the HCANA shall include the North American continent and the sailing waters under their respective jurisdictions or jurisprudence as outlined in the Division map published in the HCANA website.
- 1.3. **Individual National Associations.** The HCANA recognizes the rights and jurisdiction of individual National Hobie Class Associations to operate within the North American Region.

2. PURPOSE AND AIMS

- 2.1. **Purpose.** The purpose of the HCANA is to establish and promote Hobie Cat sailing and racing in its geographic boundaries in collaboration with the National and International sailing authorities.
- 2.2. **Aims.** The aims of the HCANA include:
 - To give support and encouragement to the sailors of Hobie Cat sailboats and other multihull sailors.
 - To encourage and promote the highest standards of Hobie Cat sailboat racing and to unify the rules in connection therewith.
 - To support and maintain the one-design racing features of the Hobie Cat sailboat.
 - To participate in the promotion of Hobie Cat sailing activities among the members of the HCANA and the International Hobie Class Association (IHCA).
 - To uphold the rules governing Hobie Cat racing competitions provided by the IHCA and World Sailing, including the sailing prescriptions of the relevant national authority.
 - To provide advisory jurisdiction over activities sponsored by members, fleets and divisions of the association.
 - To foster educational programs for the training of members in the sport of Hobie Cat sailing, and for organizational management of such programs.
 - To foster and promote public interest in the sport of Hobie Cat sailing.
 - To maintain liaisons with the national and international sailing authorities, US Sailing, and World Sailing, 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.
 - To support the manufacturers and dealers in the promotion of Hobie Cat sailing and the quality production of one design class Hobie Cat sailboats.

3. 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.

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.

- Annual General Meeting: The Annual General Meeting quorum shall consist of 51% of the eligible board members.
- Board Vote by Ballot: The quorum for a board vote utilizing a written mailed ballot or electronically transmitted ballot shall be 51% of the eligible voting board members' completed ballots responses received by the specified deadline.
- General Membership Vote by Ballot: The quorum for a general membership vote utilizing a written mailed ballot or electronically transmitted ballot shall be 51% of the completed ballot responses received by the specified deadline.

4. MEMBERSHIP

- 4.1. 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 HCANA 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. HCANA reserves the right to reject membership due to misconduct in HCANA or other sailing associations as determined by a vote of the Board of Directors.
- 4.2. Temporary Membership.** Temporary membership may be issued for the duration of a HCANA event at a fee determined by the Board of Directors. Temporary members shall not be considered as members in good standing outside of the duration of the event for which the fee was paid.
- 4.3. Dues.** Annual membership dues for the HCANA are outlined on the HCANA website. Annual membership dues shall be the amount recommended by the Membership & Communication Director and approved by the Board of Directors at the Annual General Meeting. The membership year may be for the calendar year or an annual recurring membership. Members shall be responsible for maintenance of their individual good standing status, and for keeping on file with the Membership & Communication Director a current physical address and email address to which communications from the HCANA may be sent.
- 4.4. Privileges of Membership.** Members in good standing status are also such members of the IHCA. A member in good standing status is entitled to one vote within the general membership voting format. Only members in good standing status are entitled to participate in any sailing events sanctioned by the HCANA and/or the IHCA as well as skipper their boat in such events. 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 IHCA World Championship events. Only members in good standing status are eligible to introduce motions, serve on committees, be a member of the Board of Directors, or to serve as a Fleet or Division officer.

5. DIVISION AND FLEET PROGRAM

5.1. Division Structure. The HCANA 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 HCANA. The Divisions and their defined geographic boundaries are described on the HCANA website. The HCANA Board of Directors shall approve proposed changes to the defined boundaries.

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 division bylaws shall be reviewed by the Board of Directors prior to initiation in order to verify compatibility with HCANA, IHCA, and World Sailing rules.

Each Division shall provide the HCANA Vice President with a list of Division officers by December 1 of the preceding calendar year.

Each Division shall provide a Representative to speak for the Division on the Board of Directors, and shall render a single vote on behalf of the Division. If a Division Representative 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 Representative becomes a member in good standing.

5.2. 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 HCANA Vice President by December 1 of the preceding calendar year.

6. BOARD OF DIRECTORS

6.1. Composition. The Board of Directors shall be composed of the Elected Officers and the Division Representatives. The immediate past HCANA officers and Division Representatives may serve on the board in an advisory, non-voting capacity. Newly elected HCANA officers will assume their position on the Board of Directors at the close of the Annual General Meeting.

6.2. Voting Privileges. The voting privileges of the Board of Directors shall include one vote from each Elected Officer and one vote from each Division Representative. The HCANA President shall vote only in the event of a tie.

6.3. Powers and Duties. The general management of the affairs of the HCANA shall be vested in the Board of Directors. The Board of Directors shall:

- Transact all other business not explicitly vested herein to the general membership, required to carry out the purpose and aims of the HCANA.
- Create committees as needed, define their duties, and appoint a leader for the committee.
- Determine division boundaries according to membership distribution and/or geography.
- Vote by mailed ballot or electronically as necessary.

- Select, through process of secret ballot, the elected officers.

7. ELECTED OFFICERS

7.1. Elected Officers. The Elected Officers shall include President, Vice President, Treasurer, Membership & Communication Director, and Race Coordinator.

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

- A member may not be a candidate for more than one HCANA elected office or hold more than one HCANA elected office at any given time.
- Each Division may not have more than 2 members in the capacity of an elected officer.
- Minimum age requirement for elected officers is 21 years of age.

7.3. Term of Office. The term of office for each elected officer shall be the period between Annual General Meetings.

7.4. President. The HCANA President shall perform the following duties:

- Preside at the Annual General Meeting and all open discussion meetings.
- 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.
- Represent the HCANA on the IHCA board, with voting privileges as described in the IHCA constitution.
- Be an ex-officiate member of all committees.
- Assist the Treasurer in the preparation and submission of the proposed annual budget to the Board of Directors for approval.
- Assist the Vice President in the identification of opportunities for sponsorship.
- Manage, control, and conserve any property interest of the HCANA.

7.5. Vice President. The HCANA Vice President shall perform the following duties:

- Provide assistance to the President, and perform such duties as may be delegated by the President.
- In the absence of the President assume their duties.
- Succeed to the office of President should the office become vacant during an unfinished term.
- Identify and pursue opportunities for sponsorship.
- Request the names of members who are interested and willing to serve as Officers and submit a ballot to the Board of Directors for elections.
- Record the minutes at the Annual General Meeting and all open discussion meetings and be responsible for the appropriate distribution of the minutes.

7.6. Treasurer. The HCANA Treasurer shall perform the following duties:

- Maintain current files of all organizational business.
- Receive all monies of the HCANA and disburse them under the direction of the Board of Directors.

- Be responsible for accurate and complete recording of all organization receipts and disbursements.
- Review the budgets for Area and North American Championship events.
- Review and approve grants to assist Fleets and Divisions with events.
- Present a current financial report at the Annual General Meeting and present for approval a proposed budget for the following year.
- Maintain and submit appropriate records as required by the Internal Revenue Service.

7.7. Membership & Communication Director. The HCANA Membership & Communication Director shall perform the following duties:

- Be responsible for the systematic collection of member applications and dues.
- Maintain a current list of members in good standing.
- Review the membership application on an annual basis and submit recommendations for change to the Board of Directors prior to the Annual General Meeting.
- Coordinate the development and distribution of all published materials sponsored by the HCANA, including online and social media content.
- Develop marketing strategies for recruitment and retention of members.
- Identify and develop programs and/or services to provide to members.
- Coordinate with the Youth Program Director and Women's Program Director to engage, support, and encourage youth and women sailors.
- Conduct surveys as needed of the general membership and compile the results to the Board of Directors.
- Review the HCANA Bylaws annually, for consistency with the aims and policies of the HCANA; Receive and review all proposed amendments; Submit recommendations for proposed amendments to the Board of Directors for approval.

7.8. Race Coordinator. The HCANA Race Coordinator shall perform the following duties:

- Promote and encourage IHCA, HCANA, Division, and Fleet race programs.
- Coordinate the Race Management Training Program.
- Support the development of club race officers, principal race officers, and judges.
- Identify and submit recommendations for changes to the IHCA Event Instructions.
- Collect and submit recommendations for changes to the IHCA Class Rules.
- Act as Guest Expert Program Coordinator, being responsible for providing guest experts when requested by events and negotiating the logistics and expenses associated with a guest expert program request.
- Be responsible for solicitation and review Area and North American Championship bids and make recommendations to the Board of Directors for bid selection.
- Be responsible for scheduling and coordinating Area and North American Championship events.
- Act as, or assist in selection of, Principal Race Officer(s) for Area and North American Championship.
- Assist event chairs and act as liaison for Area and North American Championship events with advanced event planning, budgeting, and creation of documents such as NOR and SI's.
- Travel as necessary to Area and North American Championship events to assist as needed.

8. COMMITTEES

Committees may be created as needed by the Board of Directors to assist in the conduct of HCANA business and increase member participation in the functioning of the organization.

A Youth Program Director and a Women's Program Director shall be appointed by the HCANA President to work with the Membership & Communication Director to engage, support, and encourage youth and women sailors.

9. NOMINATIONS AND ELECTIONS

There shall be an annual election for the HCANA Elected Officers in association with the Annual General Meeting. The Vice President shall coordinate elections by soliciting the names of members who are interested and willing to serve as officers, then submit a ballot to the Board of Directors at least 60 days prior to the Annual General Meeting. This ballot of candidates can be modified or changed up 30 days prior to the Annual General Meeting. The officers will then be voted upon by the Board of Directors at the Annual General Meeting. If a quorum is not present at the annual meeting, this election may be performed by mail or email ballot. Those elected shall take office at the close of the Annual General Meeting at which their election is declared, with the exception of the Treasurer who shall remain on an interim basis for 2 months.

10. MEETINGS

10.1. Annual General Meeting. The Annual General Meeting shall be held in conjunction with an HCANA North American Championship event. The date and place of this meeting shall be announced at least 1 month prior on the HCANA website. The agenda for the meeting shall be announced to all members of the Board of Directors 30 days prior. Division Representatives who are unable to attend must notify the Vice President of their absence and who shall be the representative for the Division no later than 10 days prior to the meeting. General membership shall be invited to attend the meeting; members shall not have voting privileges except as provided explicitly in these bylaws. The meeting shall be utilized to conduct HCANA business, including committee reports, and discussions of administrative issues. Robert's Rules of Order shall govern the proceedings of the Annual General Meeting.

10.2. Open Discussion Meetings. During the year, open discussion meetings may be held by the Board of Directors to discuss concerns and provide information to the members. Should a topic arise which requires a Board of Directors vote, votes shall be collected within a period no less than 5 days and no more than 10 days following the meeting.

10.3. 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.

11. RACE MANAGEMENT

All HCANA sanctioned points regattas, Area Championship, and North American Championship events shall be governed by the current Racing Rules of Sailing, National Authority Prescriptions, and IHCA class rules.

12. AMENDMENTS

These bylaws may be amended by a vote of a quorum of the Board of Directors. Amendments may be proposed by any member in good standing for consideration. The Membership & Communication Director shall review all proposals and submit a recommendation to the Board of Directors for approval.