



## Constitution

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### INTERNATIONAL 2.4mR CLASS ASSOCIATION CONSTITUTION

#### 1. TITLE

The full title of the Association shall be the International 2.4mR Class Association.

#### 2. INSIGNIA

The emblem of the International 2.4mR Class Association shall be **2.4**

#### 3. OBJECT

The purpose of the International 2.4mR Class Association is:

1. To promote interest in the 2.4mR Class worldwide,
2. To coordinate and handle the business and rules of the 2.4mR Class in cooperation with the International Sailing Federation (ISAF) and National Authorities, and
3. To promote good competition and fair play in the 2.4mR Class.

#### 4. TERMS AND DEFINITIONS

Throughout this Constitution the following defined terms will be used:

1. The ICA shall mean the International 2.4mR Class Association.
2. The National Authority (NA) shall mean the organization recognized by the ISAF to control and organize yachting on a national basis in their country.
3. The NCA shall mean the National 2.4mR Class Association organized in individual countries and officially recognized by the ICA and corresponding NA.
4. The Class shall mean the body of 2.4mR yachts holding valid Rating Certificates.
5. The Class Rules shall mean the rules and specifications relating to construction, measurement and racing condition of a 2.4mR yacht. The ISAF is the only body with power to make changes to the Class Rules upon proposal from the ICA.
6. The Rating Certificate shall mean the Rating Certificate issued as prescribed in the Class Rules, ratified and endorsed, recording builders name, the ISAF plaque number, national sail number and ownership.
7. The Sail Number shall mean the national sail number allocated to the yacht by an NCA.
8. The ICA Class Register of 2.4mR yachts shall mean the register to be kept as hereinafter provided.
9. The Secretary shall mean the Honorary Secretary or the duly appointed Secretary, as the case may be, of the ICA.
10. The Treasurer shall mean the Honorary Treasurer or the duly appointed Treasurer, as the case may be, of the ICA.
11. The World Council shall mean the World Council of the ICA as defined in this Constitution.
12. The Executive Committee shall mean the Executive Committee of the ICA as defined in this Constitution.

## **5. LANGUAGE**

The official language of the ICA is English. The word 'shall' is mandatory and the word 'may' is permissive. Other working languages may be used as and when appropriate.

## **6. JURISDICTION**

1. The World Council has jurisdiction over the 2.4mR World Championships and 2.4mR Continental Championships.
2. The ICA has jurisdiction over all 2.4mR activities worldwide and the use of properties of the Class.
3. The powers of the ICA shall be vested in and administered by its Executive Committee.
4. The ICA Constitution, the rules governing 2.4mR events and racing are binding upon all members and govern all 2.4mR races. Each member of the Class agrees:
  - a) To be governed by these rules,
  - b) To accept the sanctions imposed under these rules, subject to the appeal and review procedures provided in them as the final determination of any matter arising under these rules, and
  - c) With respect to such determination, not to resort to any court or other tribunal not provided by these rules.

## **7. MANAGEMENT**

1. The ICA shall be governed by its World Council, and its affairs and property shall be managed and administered on an ongoing basis by its Executive Committee in accordance with:
  - a) The provisions of this Constitution and any Regulations passed under this Constitution,
  - b) Any policies for the operation of the ICA determined by the World Council, and
  - c) Any directives or guidelines established by the World Council.

## **8. WORLD COUNCIL**

1. The World Council shall consist of the members of the Executive Committee, Officers of Honor, and one representative of each member NCA.
2. Officers of Honor may be appointed by the World Council in recognition of service to the ICA. The role is advisory to the World Council and is nonvoting.
3. The World Council shall have the power to select any person or entity to assist it whether a member or not, but such a person shall have no vote on the World Council.
4. At Meetings of the World Council, five (5) members shall form a quorum, of which two (2) members shall be from different continents.
5. Decisions of the World Council shall be taken by a simple majority of votes cast. ICA Officers shall not vote for the election of new officers.
6. In the case of retirement or replacement of an appointed World Council member, his/ her NCA may appoint a substitute provided that person is a member of that NCA.
7. If a World Council Member is unable to attend a meeting, his/ her NCA may appoint a substitute for that meeting only. Such designations shall be in writing and received by the Secretary of the ICA prior to the meeting.

## **9. CLASS OFFICERS AND COMMITTEES**

### **9.1 PRESIDENT**

1. Shall have the directing, managing, coordinating, and monitoring role to ensure that the overall work of the ICA is conducted smoothly, efficiently and to agreed target deadlines in an integrated manner.

### **9.2 VICE-PRESIDENT**

1. Shall perform the duties of the President in his absence from a meeting of the Executive Committee or of the World Council, and shall have such powers and responsibilities as the President and shall from time to time confer with him/ her.
2. Shall be responsible for promoting 2.4mR sailing and the establishment of NCA's in new countries.
3. Shall seek to maintain a full registry of all 2.4mR yachts, past and present by:
  - a) Ensuring that a completed copy of the rating certificate form, on each boat, is kept by the ICA. The Vice-President shall ensure that each NCA understands that they are to forward a copy of the same to the ICA upon issuance.
4. Monitor the standard of registered builders throughout the world as set forth by the ICA.
5. Liaise with licensed builders and other manufactures of equipment for the 2.4mR yacht to maintain appropriate records of licensed builders and other manufactures of equipment for the 2.4mR yacht worldwide.

### **9.3 SECRETARY**

1. Shall be responsible for the minutes at all official World Council and Executive Committee meetings and shall hold the official records.
2. Shall coordinate the organization of the ICA including distributing and receiving official paperwork and shall work with the President in the day to day running of the ICA. The Secretary shall be the first official point of contact with the ICA for ISAF and all other parties.
3. Shall ensure prompt, timely, and effective communication and flow of information as is required to satisfy the needs of the ICA and the associated bodies including information to and from members, distribution of minutes, response to inquires, adherence to deadlines of the ICA calendar, ISAF questionnaires, etc.
4. Shall work with the ICA webmaster and be responsible for content, formatting, grammar, and layout to ensure that the purpose and objectives of the ICA are met.
5. The minimum qualifications of the ICA Secretary shall include verbal and written fluency in English, sufficient computer skills necessary to effectively perform the requirements of the office, technical skills in book-keeping and secretarial services, service mindedness, and self initiative.

### **9.4 TREASURER**

1. Shall be responsible for managing the funds of the ICA. The Treasurer shall keep an accurate record of the financial affairs of the ICA and shall make disbursements as the World Council or Executive Committee may direct. Financial statements shall be presented and a budget shall be prepared for each Annual General Meeting.
2. Shall ensure that each member NCA has paid their dues as described in this Constitution.
3. Shall ensure upon payment of NCA dues that a membership list of boat owners is provided to the ICA Secretary.

### **9.5 WEBMASTER**

1. Shall work with the Secretary of the ICA to maintain an up-to-date, working website.

#### 9.6 EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the President, Vice-President, two (2) Directors, the Secretary, the Treasurer and the Chairperson of the Technical Committee. Decisions shall be made by a simple majority vote.
2. At meetings of the Executive Committee, three (3) members shall form a quorum.
3. At the Annual General Meeting, the Executive Committee shall appoint:
  - a) A Chairperson to the Technical Committee,
  - b) A qualified auditor who shall examine the correctness of the accounts and certify the annual financial statement, and
  - c) A qualified webmaster.
4. The Executive Committee may co-opt other members as necessary for particular duties such as championship organization. They may appoint other subcommittees that shall have authority designated to them by the Executive Committee. The Executive Committee may appoint outside consultants from various fields to advise or act for them as necessary.
5. Subcommittees and technical consultant, appointed by the Executive Committee have no vote.

#### 9.7 TECHNICAL COMMITTEE

1. Shall consist, at a minimum, of a Chairperson, a Class Chief Measurer, and two (2) Ordinary Member of which two (2) members shall form a quorum. The Class Chief Measurer may serve as Chairperson.
2. The Technical Committee Chairperson shall be appointed, by the Executive Committee, for his/ her skills in fulfilling the position and shall be a full member of his/ her NCA.
3. The Technical Committee Chairperson, with the approval of the Executive Committee, shall appoint a Committee of not less than three (3) and not more than six (6) people who have the knowledge and the experience to serve on the Technical Committee. The members of the Technical Committee shall be actively involved with the ICA, but need not be boat owners. They may be employed within the Marine Trade.
4. The Class Chief Measurer shall:
  - a) Normally be appointed to be the ICA Technical Representative at ICA World and Continental Championships,
  - b) Be responsible for the practical aspects of measurement as well as preferred measurement methods, and
  - c) Be responsible for the design of special measurement tools and gauges, and for establishing preferred measurement methods.
5. The Technical Committee shall be responsible for:
  - a) Considering all technical matters concerning Class Rules,
  - b) Putting forward proposals for amendments to Class Rules, building specifications and measurement form,
  - c) Prepare and make ICA submissions to ISAF on technical matters,
  - d) Monitor any changes in ISAF technical and/ or measurement policy, or methods which may affect the ICA,
  - e) Monitoring and supervising the work of the Class Chief Measurer,
  - f) Qualify and appoint Class Measurers as needed,
  - g) Supervising and guidance of measurement checks at World and Continental Championships and at any other regattas deemed necessary, and

- h) Maintain a current registry of the names and addresses of appointed measurers. This registry shall be available on the ICA website and may be presented to the World Council at the Annual General Meeting.

#### **10. ANNUAL GENERAL MEETING**

1. An Annual Meeting, of the World Council, which shall be called the Annual General Meeting (AGM), shall be held at the venue of the World Championships at a convenient time during those Championships. There may also be an 'Open Forum' for general discussion and presentations on a convenient day and at a convenient time, to be decided by the Executive Committee. The 'Open Forum' shall not be convened on the same day as the AGM.
2. The chairman at meetings of the World Council shall be the President, or in his absence, the Vice-President. If neither the President nor the Vice-President is present, the meeting shall elect a chairman.
3. The agenda for the AGM shall include the following items:
  - a) Roll Call and Establish a Quorum.
  - b) Setting time limit on speakers and debate.
  - c) Approval of the minutes from the previous AGM and any subsequent extraordinary meeting of the World Council, or Executive Committee.
  - d) Report of the President which shall include a summary of principle International regattas from the previous year that include total entries and participating nations for each event. In addition, a summary of the reports from each NCA shall be given that include:
    - i. Number of new boats certified/ registered as of 31 December of the previous year. A list of sail numbers and corresponding ISAF plaque numbers shall be provided,
    - ii. Total number of members as of 31 December of the previous year, and
    - iii. Latest sail number issued.
  - e) Report of the ICA Treasurer which shall include:
    - i. Presentation of financial statements,
    - ii. Proposed subscription for the next year,
    - iii. Proposed budget for the next year, and
    - iv. Appointment of an auditor.
  - f) Report of the Chairman of the Technical Committee.
  - g) Proposals from member NCAs.
  - h) Presentations for future World Championships by NCAs.
  - i) Election of the following:
    - i. Members of the World Council where vacancies exist,
    - ii. Members of the Technical Committee where vacancies exist, and
    - iii. Officers of Honor.
  - j) Adjournment
4. The Secretary of the ICA shall distribute an agenda of all motions, nominations, and relevant paperwork for the AGM, to all World Council Members and member NCA, no later than six (6) weeks before the date of the AGM.
5. Amendments to the above motions shall be submitted no later than four (4) weeks before the date of the AGM.

6. The Secretary of the ICA shall distribute an attachment to the agenda of any such Amendments, to all World Council Members and member NCA, no later than three (3) weeks before the date of the AGM.
7. Only the motions, amendments, and nominations on the agenda and its attachment shall be voted upon.
8. The agenda shall contain all motions and amendments in their original form. However, the World Council shall have the discretion to produce composite motions for the agenda, drawing on any amendments submitted.
9. The Chairman of the AGM may accept amendments from the floor of the AGM when, in his/ her opinion, this will assist the resolution of issues on which the World Council has had an opportunity to express their views.

## **11. SUBMISSIONS AND WRITTEN RESOLUTIONS**

1. Submissions for World Council nominations, Officers of Honor, ICA Officers, resolutions, proposals for amending the Constitution or Class Rules shall be submitted only by a member NCA, to the Secretary of the ICA, certified in writing or by written electronic communication.
2. Nominations for the ICA Officers standing for election must be received by the Secretary, of the ICA, eight (8) weeks before the annual meeting of the World Council. If there are no nominations for all the available posts, the Executive Committee may make such additional nominations as are necessary in order to fill all available posts.
3. Submissions for the World Council meeting regarding World Council nominations, Officers of Honor, resolutions, and proposals for amending the Constitution or Class Rules shall be received by the Secretary, of the ICA, eight (8) weeks before the AGM of the World Council.
4. Any World Council Member or ICA Official not answering a written or electronic resolution communicated to him/ her by the Secretary, of the ICA, within four (4) weeks from the date of sending shall be deemed to have agreed to such resolution as being passed.
5. When a special meeting of the World Council or Executive Committee is called, it may be necessary to set special deadlines for submissions and special resolutions. In such cases, the Secretary shall, with the approval of the President, set such deadlines.
6. At any World Council AGM, only resolutions of which notice has been given in accordance with this Constitution may be proposed; and no amendments thereto shall be permitted, unless the amendment is accepted by the authors of the resolution.

## **12. ELECTIONS AND APPOINTMENTS**

### **12.1 ELIGIBILITY**

1. A candidate for office, before his/ her name can be placed on the ballot, must certify in writing or electronic written communication that he/ she is willing and able to serve if elected. A candidate for the office of President, Vice-President, Secretary, or Treasurer must be in a position to attend meetings of the World Council.
2. A candidate for any office, on the ballot, must be a member of a NCA and so recorded on the date when nominations for that office close. If any officer's membership is not renewed by 1 March, the Executive Committee shall have the power, thirty (30) days after serving notice upon him/ her to his last recorded address, to declare the said office vacant.

### **12.2 VOTING**

1. All voting shall be cast by written ballot.
2. The ballots may be sealed.

### 12.3 ELECTIONS

1. In odd years, a President shall be elected for a period of two (2) years.
2. In even years, a Vice-President shall be elected or appointed for a period of two (2) years.
3. In even years, a Secretary shall be elected or appointed for a period of two (2) years. The Secretary may serve as Treasurer.
4. A Treasurer shall be elected or appointed for a period of one (1) year.
5. The two (2) Directors shall be elected or appointed for a period of one (1) year.
6. The appointed Chairperson of the Technical Committee shall serve for a period of one (1) year.
7. Officers may be re-elected for additional terms.
8. The period of an office shall run from one AGM to the following AGM.

### 13. MEMBERSHIP AND VOTING RIGHTS

The following type of membership shall be recognized:

1. NCA Membership, shall upon payment of the prescribed annual dues be entitled to voting privileges as defined below.
  - a) 1–10 registered boat owners: 1 vote
  - b) 11–30 registered boat owners: 2 votes
  - c) 31–60 registered boat owners: 3 votes
  - d) 61 or more registered boat owners: 4 votes
2. Executive Committee members shall hold votes of his/ her representative NCA. However, the total number of votes cast shall not exceed the voting privileges defined above. In the event that there are more NCA votes represented, on the Executive Committee, the President shall determine which Executive Committee member shall not cast a vote.
3. In the event a special meeting of the World Council or Executive Committee is called, it may be necessary to cast votes by written or electronic communication.
4. No NCA shall cast more than one-third of the total number votes represented at the AGM.
5. Associate Membership, shall upon payment of the prescribed annual dues be open to all individuals or clubs from countries without a NCA. Associate Members are not entitled to attend and speak at any AGM.
6. Life Membership may be granted to any person who has contributed a tremendous amount of their personal time and effort to the ICA over a substantial number of years. The individual must be nominated by an ICA member NCA and voted in by a 75 percent vote of the World Council, at an Annual General Meeting. This membership carries no voting privileges.

### 14. ANNUAL DUES AND FEES

1. The ICA shall be financed by annual dues from the NCA, paid according to their number of members, by annual dues from associate members and by collecting other fees. Dues shall be determined annually by the Executive Committee.
2. All NCA Members shall register annually. All dues and fees shall be payable to the ICA Treasurer.
3. Dues and fees for each calendar year are due on the First of March.
4. All NCA obtaining new membership, after paying their annual prescribed dues, shall submit corrected dues quarterly as necessary.

5. Any NCA which has not remitted, to the ICA, its annual dues and fees by March 1 may be subjected to sanctions as defined in this Constitution and/ or receive a monetary penalty of 25% of their total fee to be paid to date.
6. Removal of any sanctions and reinstatement to the list of recognized NCA would be at the discretion of the World Council, at the AGM, after payment of any dues for that year, and any arrears if any, have been received by the ICA Treasurer.

## **15. ACCOUNTS**

1. The ICA Treasurer shall control the resources and accounts of the ICA under the guidance of the Executive Committee.
2. The ICA main bank account shall be at a bank approved by the World Council. The account shall be in the name of the "International 2.4mR Class Association".
3. The fiscal year of the ICA shall be 1 January to 31 December each year.

## **16. EXPENDATURE CONTROL**

1. The making of payments and receipts of monies shall be validly evidenced only by the signature of the Treasurer or his deputy as appointed by the Executive Committee, but payments of monies exceeding the sum of 500 euros shall additionally require the separate approval of the President or the Secretary by writing or written electronic communication.

## **17. SANCTIONS**

### **17.1 SUSPENSION**

1. A member being defined as a boat owner, a NCA member, or a NCA itself may be suspended by the Executive Committee for gross violation of this Constitution, the Class Rules or for unsportsmanlike conduct, or, after due warning, for willful and persistent disregard of rulings. The duration of a suspension is fixed by the Executive Committee, but may not exceed the Executive Committee's own term of office. However, the suspension may be extended by the succeeding Executive Committee. Notwithstanding the foregoing, a suspension may be terminated by a 75 percent vote of the World Council, at an Annual General Meeting.

### **17.2 EXPULSION**

1. A member being defined as a boat owner, a NCA member, or a NCA itself may be expelled by a 75 percent vote of the World Council, at an Annual General Meeting, with cause.

### **17.3 REMOVAL FROM OFFICE**

1. Any officer may be removed from his/ her office or offices by the Executive Committee for a willful and unjustifiable act of commission or omission detrimental to the ICA or any of their respective members.

## **18. ISSUE OF CERTIFICATES**

1. No Yacht shall be entered in the ICA register unless it has a valid Rating Certificate.
2. Upon change of ownership, it shall be the responsibility of the new owner to obtain a new Rating Certificate.
3. Acceptance of a Rating Certificate by an owner shall ipso facto render him subject to the jurisdiction of the ICA in any matter pertaining to the ICA Constitution.

## **19. AMENDMENTS**

1. The Constitution may never be suspended, but may be amended at an AGM or special meeting of the World Council by 75 percent of the votes represented.
2. Any amendments to the ICA Constitution shall be subject to approval by ISAF.



## Appendix A to ICA Constitution

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### ACTION CALENDAR

<b>Entry Format:</b>	<b>Date</b>	<b>Constitutional Reference (if applicable)</b>	<b>Action Required</b>
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#### **1 January**

N/A Submit Annual ISAF Questionnaire

#### **Before 1 March**

14.3 NCA to pay their annual dues to ICA Treasurer

N/A NCA to submit annual report to ICA Secretary

N/A Post amendments to Class Rules on ICA website and update Class Rules to reflect new amendments

#### **May**

9.2.3.a Vice-President liaises with member NCAs to obtain rating certificate for each registered boat

9.4.3 Treasurer to submit list of member NCA and list of non-paid NCA to Secretary

#### **Before 1 August**

N/A Submit World Championship Title Application for next year's venue to ISAF

N/A Submit next year's Class Rules' Amendments to ISAF

#### **AGM Date minus 120 days**

N/A Secretary to liaise with member NCA to solicit nominations, resolutions, and proposals for AGM

#### **AGM Date minus 60 days**

11.2 Last day for receipt by Secretary any nominations, resolutions, and proposals for AGM, by member NCA

10.3.e.ii Treasurer to submit, to Secretary, proposed subscriptions for the next fiscal year

9.4.1 Treasurer to submit, to Secretary, proposed budget for the next fiscal year

#### **AGM Date minus 45 days**

10.4.1 Last day for Secretary to distribute motions, nominations, and relevant paperwork for AGM, to World Council Members

#### **AGM Date minus 30 days**

10.5 Last day for World Council Members to submit motions to agenda items received by AGM Date minus 45 days

#### **AGM Date minus 21 days**

10.6 Last day for Secretary to distribute attachments to AGM agenda, to World Council Members, for AGM related items received from World Council Members by AGM Date minus 30 days

#### **AGM Date**

10.1 Annual General Meeting

#### **AGM Date plus 45 days**

N/A Last day to post AGM minutes on ICA website and to submit report to member NCA

#### **November**

N/A Send ICA representative to ISAF meetings

#### **December**

N/A ICA to pay their annual dues to ISAF

N/A Secretary to liaise with ICA webmaster to archive previous year's regatta results

N/A Secretary to liaise with member NCA to solicit annual regatta schedule and NCA point of ICA contact