

NTCA Officers:

2014-2016

President:	David Williams-Marblehead Fleet 342 Essex St Salem, MA 01970
Secretary / Treasurer:	David Cooke-Marblehead Fleet 14 Depot Road Harvard, MA 01451
Chairman - Specifications Committee	Peter Maitland - Marblehead Fleet 23 Cedarcrest Avenue Salem, MA 01970

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By-Laws

Article I Name

- 1.0 The name of this organization shall be the **National Town Class Association** (NTCA)

Article II Object

- 1.1 The object of the National Town Class Association shall be to:
- 1.2 Encourage, promote and perpetuate the racing and sailing of **Town Class Sloops**.
- 1.3 Maintain such uniform design specifications as will insure a permanent one design class and, in-so far-as possible will insure fair and uniform conditions in all races wherever held among **Town Class Sloops**.
- 1.4 Promote good sportsmanship and good relations among the members of this organization.
- 1.5 Assist each other in the handling and tuning of the Town Class Sloops so that each contest will be, as closely as possible, one of skill of individuals or teams.
- 1.6 Foster inter-area competition for broadening the seamanship and the geographical knowledge of the contestants.

Article III Organization

1.1 Organization

- 1.2 **The Association** shall consist of **Town Class** charter fleets and independent **Town Class** owners, who do not belong to a recognized chartered fleet.
- 1.3 **Members** shall be governed by the NTCA By-Laws.
- 1.4 **Membership**
- 1.4.1 Voting membership shall be limited to the boat owner, with only one vote per boat allowed. Associate membership is open to anyone with an interest in the Town Class, but Associate Membership does not include voting privileges.
- 1.4.2 Members may join the NTCA through a chartered fleet or may apply for membership as an independent directly to the Secretary-Treasurer.
- 1.4.3 The owner of a **Town Class Sloop** can designate another person to be eligible as the voting member of that NTCA registered yacht. Only one vote per boat is allowed.

1.5 **Fleet Organization**

- 1.5.1 A fleet charter may be requested by the owners of three or more **Town Class Sloops**.
- 1.5.2 The **Board of Directors** may grant the fleet charter if it is in the best interest of the Association.
- 1.5.3 The decision to grant a charter will be put to the vote by the Board of Directors and a simple majority vote by those Directors present is required.
- 1.5.4 Each fleet shall designate a **Fleet Director(s)**. These names must be submitted to the Secretary-Treasurer in writing and confirmed each year.

1.6 **Officers**

- 1.6.1 The officers shall include a **President, Secretary-Treasurer, and Specifications Committee Chair**.

1.7 **Board of Directors**

- 1.7.1 The Board of Directors shall consist of the above listed **Officers** plus **Directors** designated by each fleet. Fleets shall be represented on the Board of Directors in proportion to the number of yachts in the fleet, as follows:

<u>Number of Yachts</u>	<u>Number of Directors</u>
3 to 10	One Director
11 to 20	Two Directors
21 to 30	Three Directors

- 1.7.2 **Directors** may be selected by any method approved by the individual fleet, but must be registered with the Secretary-Treasurer 90 days before the Annual Meeting.
- 1.7.3 One registered member from each fleet shall be designated as a member of the Specifications Committee.
- 1.7.4 The builder of the Town Class Sloop shall be a life member of the NTCA and the Board of Directors with full voting privileges.

Article IV Election of Officers

1.1 Nominating Committee

- 1.2 The Board of Directors shall be the **Nominating Committee**.

- 1.2.1 The Nominating Committee shall select nominees for the office of President, Secretary-Treasurer and Chair of the Specifications Committee. Every attempt shall be made to ensure continuity of experience between officers.
- 1.2.2 The Nominating Committee shall notify the Secretary-Treasurer of the Committee's selections in writing, 30 days before the Annual Meeting.
- 1.2.3 Counter nominations may be made from the floor at the Annual Meeting.
- 1.2.4 The newly elected officers shall assume office immediately following the conclusion of the National Regatta.
- 1.2.5 The term of office will be for three years unless an officer resigns before the term is expired, after which a replacement will be nominated by the **Board of Directors** and voted on. The term of office of the replacement officer will be for the remainder of the unexpired term.

Article V Duties of the Officers

1.1 President

- 1.2 The President shall be the executive head of the NTCA and shall:
 - 1.2.1 Preside at all meetings of the Association except Committee meetings. The President may preside over any Committee meeting when requested by the appropriate Director, but only in the absence of that Director.
 - 1.2.2 The President shall see to the compliance of the By-Laws.
 - 1.2.3 Authorize the payment of all bills.
 - 1.2.4 Act as the **Class Information Officer (CIO)** and be responsible for the publicity aspects of the NTCA. These include contact with the print media and providing information on all NTCA regattas.

2.1 Secretary-Treasurer

- 2.2 The Secretary-Treasurer shall:
 - 2.2.1 Keep a true record of all the proceedings of all meetings of the Association and the Board of Directors.
 - 2.2.2 Notify the Directors of the date, time and place of the Annual Meeting and other meetings, when requested by the President or any Director of any Committee.
 - 2.2.3 Keep a correct roll of the fleets, associate members and Directors of the NTCA.

- 2.2.4 Keep and conduct such correspondence of the Association as directed by the Board of Directors and the President.
- 2.2.5 Collect and receive all monies and deposit the same in the name of the National Town Class Association in such a bank as approved by the Board of Directors.
- 2.2.6 Issue and sign all checks drawn against the NTCA funds in payment of obligations approved by the Board of Directors. Funds shall be disbursed only with the approval of the President.
- 2.2.7 Keep an accurate statement of the Association's accounts, and shall make a detailed report at each Annual Meeting of receipts, disbursements, and of the money remaining in the Association's custody.
- 2.2.8 Preside over all meetings of the Association in the absence of the President.
- 2.2.9 Promote membership through general mailings and other means to independents, associate members and potential members.

3.1 Chairman of the Specifications Committee

3.2 The Chairman of the Specifications Committee shall:

- 3.2.1 Be responsible to the Board of Directors for the execution of Article II, Paragraph 1.0, Section 1.2 of the By-Laws, and for a workable set of Specifications pertaining to the hull, standing rigging, and sails of the **Town Class Sloop**, including all equipment. These Specifications shall be in such form as may be acceptable for further distribution to all members.
- 3.2.2 Encourage standards for the inspection and enforcement of these Specifications.
- 3.2.3 Preside over all meetings of the NTCA in the absence of the President and Secretary-Treasurer.
- 3.2.4 Call as necessary, and preside over all meetings of the Specifications Committee.

Article VI Committees

1.1 The National Regatta Committee

- 1.2 The National Regatta host fleet and location must meet the approval of the Board of Directors prior to seeking the consideration and approval of the general membership at the Annual Meeting.

- 1.2.1 Ensure that the National Regatta is sailing under the current ISAF RULES, and the prescriptions of US Sailing or the recognized US national sanctioning body for governing amateur sailing, except as modified in the Notice of Race or Race Instructions.
 - 1.2.2 Shall serve in their respective capacities until the Regatta is over, protests are properly adjudicated and winners are recognized.
 - 1.2.3 Have direct appellate jurisdiction over all matters directly connected with the Annual Regatta. Its powers shall not extend to other matters, nor shall it revoke any Board of Directors rulings.
 - 1.2.4 The National Regatta Committee shall appoint a Regatta Organizing Committee, responsible for sending out the Notice of Race to all registered National Town Class members, to provide for the overall administration of the Regatta, including socials, boat launching, moorings and awards.
 - 1.2.5 The National Regatta Committee shall be solely responsible for the expenses of conducting the National Regatta.
- 1.3 Hearings shall be held and witnesses heard collectively, or separately on all protests. Decisions shall be rendered within twenty-four hours of any race of the Annual Regatta. This Committee shall be empowered to reopen a hearing because of new evidence, at any time during the term of the office of said Committee. All protests and business must be concluded before the Committee disbands.
 - 1.4 A majority shall constitute a quorum, and a majority decision shall decide all questions. The decisions of the Regatta Committee shall be final except as permission may be granted by the Board of Directors for an appeal to the ISAF.
- 2.1 **The Specifications Committee**
 - 2.2 There shall be a standing Specifications Committee and each fleet shall appoint a **Director** to act on the Committee.
 - 2.3 The Specifications Committee shall have a Chairman to be nominated by the **Nominations Committee** and elected at the Annual General Meeting. His term of office shall be three years. He shall call meetings of the Committee as necessary and preside at the meetings.
 - 2.4 The Committee shall be responsible for maintaining, enforcing and updating the Specifications of the **Town Class Sloop**.
 - 2.5 The Committee's decisions on Specifications and changes to the Specifications shall be final except that by a two-thirds vote of the Board of Directors of the Association present, any question as to Specifications may be brought up at general meetings. The Board of Directors may then make such changes to the Specification in question provided such changes are approved by a two-thirds vote of those Directors

present. If two-thirds of the voting Directors do not so approve, the Specifications Committee's decision shall stand.

2.6 All racing of the Town Class Sloop conducted by the member fleets shall be done in accordance with the NTCA Specifications.

3.1 Special Committees

3.2 Special Committees may be appointed at any time, for any purpose by the President of the Association.

Article VII Meetings

1.0 The **Annual Meeting** shall be held during the National Regatta. The Secretary-Treasurer shall notify the Directors in writing of the time and place of the meeting at least 30 days prior to the meeting date. The time and place of the Annual Meeting can be included in the schedule of the National Regatta to constitute valid notice, unless otherwise noted by the President and Secretary-Treasurer. The specific time is subject to change pending sailing conditions and schedule changes during the Regatta. Attendance at the **Annual Meeting** shall include the General Membership.

2.0 **Special Meetings** may be called when deemed necessary by the Board of Directors, or by application by any member fleet. These Meetings shall also be subject to written notification of the Directors, 30 days prior to the date of the meeting.

3.0 A quorum for **Annual** and **Special Meetings** shall consist of representatives from member fleets, a majority of the Board of Directors, and either the President, Secretary-Treasurer, or the Specifications Committee Chair.

Article VIII Dues

1.0 The amount of the annual dues will be decided at the Annual Meeting to meet the needs of the NTCA. Each fleet shall be assessed annual dues based on the number of boats registered. Independent members will also be assessed the same amount per boat. Dues must be received by the Association's Secretary-Treasurer prior to the National Regatta in order to qualify to race in that event.

Article IX Amendments

1.0 These By-Laws may be amended at the Annual Meeting or a Special Meeting by a two-thirds vote of the attendees. The Secretary-Treasurer shall send written notification to all Directors of any proposed change in the By-Laws, at least 30 days prior to the Annual or Special Meeting.

(Text last updated August 2014)