

## **CONSTITUTION AND BYLAWS CANADIAN J/24 CLASS ASSOCIATION**

### **1. THE CJCA**

1.1 The Canadian J/24 Class Association shall be known as the CJCA.

1.2 The CJCA, as a National J/24 Class Association, is affiliated with the International J/24 Class Association.

### **2. OBJECT**

2.1 The CJCA shall have sole authority for the conduct and management of all Canadian J/24 Class events.

2.2 The CJCA shall promote expansion of the J/24 Class in Canada.

2.3 The CJCA shall promote the maintenance of the one-design characteristics of the J/24 Class sailboat in Canada in compliance with the Class Rules.

### **3. OTHER TERMS AND DEFINITIONS**

3.1 The affairs of the CJCA shall be managed by the Class Council, which is defined in 3.4.

3.2 The Class Rules shall mean the rules relating to the measurement, equipment and racing practices as published from time to time by the International J/24 Class Association (IJCA).

3.3 The CJCA shall consist of four districts: Western, Ontario, Quebec and Atlantic. The Western District shall consist of British Columbia, Alberta, Saskatchewan and Manitoba. The Atlantic District shall consist of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland.

3.4 The Class Council shall consist of the Class President, the Secretary/Treasurer, the four District Governors and the National Measurer. Each member of the Class Council shall have one vote.

3.5 Each district shall, by vote of the fleet captains within the district, elect a District Governor. In the event that only one fleet is constituted in a district, the Fleet Captain shall serve as District Governor.

3.6 A fleet shall be a local territorial unit that is self-governed in matters not conflicting with this Constitution and Bylaws and chartered by the CJCA upon application by three or more members not within an established territorial district of an existing fleet. A fleet shall elect its own officers from among members, which shall include a Fleet Captain, Secretary/Treasurer and Fleet Measurer.

3.7 The definition of the following shall mean the same definition published in the International J/24 Class Association Constitution:

Class, Class Rules, Building Specifications, Measurement Certificate, Hull Numbers, Copyright Holder, Licensed Builder.

3.8 The Sail Number shall mean the international sail number allocated to the boat by the National Authority in Canada or the CJCA. The sail number shall match the hull number when the number is not assigned by the National Authority.

3.9 The Officers of the CJCA shall consist of the President, Secretary/Treasurer and National Measurer.

#### **4. OFFICES**

4.1 The principal office of the CJCA shall be the address of the Secretary/Treasurer or another such address as designated by the Class Council.

#### **5. MEMBERS**

5.1 Members shall be sailors who have paid the prescribed annual dues. Members may vote and hold office.

5.2 Honorary members shall be those individuals who have been of service to the CJCA and are voted to this category by the membership at the Annual General Meeting. Honorary members are eligible for racing and world qualifications, but may not vote or hold office. CJAC will pay the IJCA fee for each Honorary member upon annual registration of the individual.

#### **6. ANNUAL DUES**

6.1 The CJCA shall be financed by annual membership dues and other revenues. Annual membership dues shall be reviewed and any changes approved at the Annual General Meeting or Special General Meeting. All dues shall be made payable to the CJCA.

6.2 Dues received during the last two calendar months of the year may be applied to the subsequent calendar year.

##### **6.3 Membership fees**

Class Member \$55.00 Canadian

- Participation on j24can.com member e-mail distribution list
- Full class association voting rights
- 1 x IJCA magazine per year if published

Crew Member \$25.00 Canadian

- Participation on j24can.com e-mail distribution list
- Participation at class association meetings, but no vote
- Ineligible for World Qualifying – member does count toward previous calendar year's membership requirement during worlds qualifying events.
- No IJCA magazine (available separately)

#### **7. SUSPENSION AND EXPULSION**

7.1 The Class Council shall have the authority to suspend the membership privileges of any member for gross violation of the Class Rules or willful disregard of the rulings of the IJCA or CJCA. Membership may also be suspended for actions that are clearly detrimental to the well-being or reputation of the CJCA. The suspension may be terminated, extended or made an expulsion at the following Annual General Meeting of the CJCA. An expulsion motion shall require three-fourths of the vote in favour to be carried.

## **8. MANAGEMENT OF THE CJCA**

8.1 The day to day affairs of the CJCA shall be managed by the President and Secretary/Treasurer. Disbursement of funds as required for the day to day operation of CJCA affairs shall be from those funds received from annual revenues of the current year and are at the discretion of the President and the Secretary/Treasurer. Disbursement of other Class funds shall be subject to the approval of the Class Council.

8.2 The Class Council may make decisions on behalf of the membership on matters arising between Annual General Meetings. On such matters, all members of the Class Council shall have a vote and in these cases a simple majority will carry a motion. The Class Council may consult by any means but shall confirm its decisions in writing within thirty (30) days. In extenuating circumstances, three shall constitute a quorum, one of whom must be a District Governor and all decisions must be unanimous.

8.3 The duties of the Class President are to direct the general affairs of the CJCA, chair any meetings of the Class and the Annual General Meeting. The President or someone appointed by him/her shall represent the CJCA at any meetings involving the CJCA's interests.

8.4 District Governors shall have general supervision over J/24 activities within their district. The District Governors shall represent the views of their districts and participate in the management of the CJCA through their position on the Class Council.

8.5 The Secretary/Treasurer shall maintain the files, minutes, membership records and correspondence of the CJCA. He/she shall keep registers which shall be circulated to the IJCA and the Districts. In addition he/she shall act as Treasurer and keep the accounts of the CJCA.

8.6 The National Measurer shall maintain the records of the CJCA member Measurement Certificates, including a list of all measured boats and copies of each certificate, maintain the CJCA scale(s) and templates and issue new or amended Measurement Certificates. He/she shall keep a record of all certified Class Measurers, notify IJCA of same, develop a system for certification of Class Measurers, utilization by the Districts of the Class equipment and the provision of forms to measurers.

A measurer may charge a nominal fee as agreed to by the Class Council, for measurement and duplicate certification. This may be done as part of a regatta fee or on an individual basis.

A Measurement Certificate shall only be valid if it is registered and accepted by the National Measurer. He/she shall input data received from Class Measurers and issue certificates when all required information is received.

All sails purchased in Canada must have a royalty tag obtained from the CJCA either directly or through the sailmaker. Royalty tags shall be available from the National Measurer for a fee as set by the Class Council. This fee shall be part of annual revenues.

## **9. ELECTION OF OFFICERS**

9.1 The President, Secretary/Treasurer, National Measurer and District Governors shall hold office for a term of one year and shall be elected at their respective Annual General Meetings.

9.2 A nominating committee comprised of the District Governors shall be responsible for contacting members of the CJCA to find those members that wish to have their names submitted as Officers of the CJCA, to be elected at the Annual General Meeting. *Nominations must be submitted 1 week prior to the AGM.*

## **10. ACCOUNTS**

10.1 The Secretary/Treasurer shall report at the Annual General Meeting, the accounts, assets and liabilities of the CJCA. In addition, a statement of the revenues and expenditures for the fiscal year shall be presented.

10.2 The fiscal year shall be the calendar year.

10.3 Payments shall require the signature of both the President and the Secretary/Treasurer. In the absence of one or the other, a second member of the Class Council may be designated as assigning officer.

## **11. MEETINGS OF THE CJCA**

11.1 A general meeting of the CJCA may be called whenever by the President. Written notice of the meeting, including the agenda shall be mailed to the membership no later than thirty (30) days before the meeting.

11.2 Any group of ten (10) or more members of the CJCA may request the calling of a Special General Meeting. The President shall call the meeting within thirty (30) days of receiving a request, in writing, for such a meeting. The request shall specify the matters to be dealt with and the meeting shall be confined to those matters.

11.3 The Annual General Meeting (AGM) of the CJCA must be called by the President once each fiscal year for the purpose of electing Officers, hearing the reports of the Officers, reviewing the accounts of the CJCA and carrying out any other business relevant to the CJCA. Written notice of the AGM, including the agenda and copies of substantive motions and/or changes to the Constitution and Bylaws of the CJCA to be voted on, shall be mailed to the membership no later than thirty (30) days before the meeting. The time and location of the AGM shall be as set by the Class Council.

11.4 The CJCA may contribute the sum of up to \$300.00, if agreed to by the majority of the Class Council, to each of the District Governors, National Measurer, the President and the Secretary/Treasurer, in order to attend the AGM or Special General Meeting.

11.5 Definition of substantive motions in 11.3: disbursement of more than 20% of previous year's revenues (excluding payments to IJCA), location of National, Continental and International events hosted by the CJCA, rules for qualification for World Championships, suspension of membership, expulsion and changes in annual membership dues.

11.6 Written notification to the class membership may be in form of 3-mail and/or website.

## **12. VOTING, MOTIONS AND RESOLUTIONS**

12.1 Decisions of the AGM and Special General Meetings shall be taken by a simple majority of the votes cast.

12.2 Substantive motions (other than amendments thereto) or changes to the CJCA Constitution and By-laws to be voted on at the AGM must be received by the Secretary/Treasurer at least forty-five (45) days before the meeting. If a substantive motion is introduced at the AGM, for which prior notice has not been distributed, the chairperson shall call for the motion to be tabled or shall call for a website, e-mail, or postal mail vote.

12.3 At the AGM or Special General Meeting, ten (10) members shall form a quorum.

12.4 Changes or amendments to the Constitution and Bylaws of the CJCA shall only be considered and voted on by members at the AGM or Special General Meeting. A two-thirds majority of the votes cast is required to approve such changes.

12.5 Any CJCA member may assign a proxy to any other CJCA member, so that member may attend the AGM and vote on their behalf on substantive motions. The proxy must be in writing and a copy received by the Secretary/Treasurer before the meeting has been called to order.

12.6 Membership notification can be delivered by postal mail or email.

12.7 Votes can be cast by members in good standing by email or the CJCA website.

### **13. NATIONAL CHAMPIONSHIP**

13.1 The location of the event, to be known as The Canadian J/24 Championship, shall be determined two years ahead at the AGM. The location shall generally follow the rotation of being hosted by the districts; Central (Ontario & Quebec/Lake Ontario) (2003), Atlantic (2004), West (2005) and then repeat.

13.2 The scheduled District shall make a proposal to the AGM in the previous calendar year. If a district elects to pass on its scheduled year, it shall do so one year in advance.

13.3 The host District shall be responsible for organizing the event and shall be responsible for all financial matters and obligations.

13.4 The event shall be based on the CJCA Standard Sailing Instructions and IJCA Regatta Standards. For World qualifying, the Designated Helmsperson Rule (14.8) shall be in effect. To be eligible for the Championship, the designated helmsperson must sail each race of the regatta, excluding any drop races.

13.5 The host District shall make up to two boats available for charter to members of other districts three months prior to the event with priority given to those traveling the greatest distance. The fee and deposit arrangements shall be set by the host district but these are to be kept to a minimum.

13.6 The measurement procedure shall be as directed by the National Measurer and shall follow the guidelines of the IJCA Technical Committee.

### **14. QUALIFYING FOR WORLD CHAMPIONSHIP**

14.1 The number of qualifiers allotted to Canada is based on criteria defined in the IJCA Regatta Standards.

14.2 The first, sixth and eleventh qualifiers shall be determined from the results of the Canadian Championships held within the calendar year prior to the World Championships.

14.3 The second, third, fourth, and fifth qualifiers shall be determined by descending size of district paid membership as of July 1<sup>st</sup> of the calendar year prior to the World Championship.

14.4 The remaining qualifiers shall be determined as follows: one qualifier for each group of twenty-five (25) district members as of July 1<sup>st</sup> of the calendar year prior to the World Championship or part thereof over and above the first twenty-five (25) members, assigned by

descending size of district, parts after groups and any remaining qualifiers to be determined from the results of the Canadian Championship.

Example:

District A has 125 members

District B has 76 members

District C has 57 members

District D has 26 members

All Districts would get 1 spot (reducing all District totals by 25)

District Totals (ABCD); 100/51/27/1

District A would get the next 2 spots (reducing District A by 50)

District Totals (ABCD); 50/51/27/1

District B would get the next spot (reducing District B by 25)

District Totals (ABCD); 50/26/27/1

District A would get the next spot (reducing District A by 25)

District Totals (ABCD); 25/26/27/1

District C would get the next spot (reducing District B by 25)

District Totals (ABCD); 25/26/2/1

Etc...

14.5 A district must have at least fifteen (15) members as of July 1<sup>st</sup> of the calendar year prior to the World Championship to be eligible for district qualifiers for the World Championships.

14.6 If a representative does not apply from a district, qualifier(s) shall be awarded so that all districts (with 15 or more members as of July 1<sup>st</sup> of the calendar year prior to the World Championship) are represented. Any remaining qualifiers shall then be awarded based on the results of the Canadian Championship held one year prior to the World Championships.

14.7 To be eligible to qualify, a person must have been a CJCA member the previous calendar year to world qualifying year, or be a boat owner with equity interest great than 20% of the value of the boat. The person must also be in good standing with the CJCA.

14.8 For the purposes of qualifying, it shall be the helmsperson designated at the time of registration for the qualifying event. This shall be the helmsperson who starts, finishes and steers the majority of upwind legs in each race in the event.

14.9 The President shall designate a date in a membership mailing approximately four (4) months before the Worlds, by which time qualifiers must indicate in writing their desire to attend the event. A deposit may be required.

## **15. HOSTING DISTRICT QUALIFIERS FOR WORLD CHAMPIONSHIP**

15.1 Each district shall hold a qualifier regatta or series of regattas to determine the district's representative(s) for the following year's World Championship.

15.2 A single qualifying regatta should consist of seven (7) scheduled races with a minimum of five (5) to be scored for qualifying purposes.

15.3 A series of regattas should consist of at least three (3) events, each with at least five (5) scheduled races, of which three (3) must be scored to constitute a regatta.

15.4 CJCA members from a district outside the hosting district shall be eligible to qualify for the host district, if they comply with all other requirements with respect to boat ownership and the designated helmsperson.

15.5 The district shall be responsible for organizing the event(s) and shall be responsible for all financial matters and obligations.

15.6 Events shall be run in accordance with the CJCA Constitution and Bylaws, the CJCA Standard Sailing Instructions and the IJCA Regatta Standards.

## **16. HOSTING OF CONTINENTAL AND WORLD CHAMPIONSHIPS**

16.1 The hosting district and location shall be designated at the AGM or Special General Meeting. If necessary, this designation made be made by the Class Council. Applications to host an event shall be presented for consideration by the members and Class Council in accordance with the schedule and criteria in the IJCA Regatta Standards.

16.2 The designated hosting district must be prepared to meet the requirements of the IJCA Regatta Standards.

16.3 The CJCA may set additional requirements for the event, including the availability of charter boats.

16.4 Continental and World events shall be run in accordance with the IJCA Constitution, Standard Sailing Instructions and Regatta Standards.

16.5 The hosting district shall be responsible for organizing the event and shall be responsible for all financial matters and obligations. CJCA may provide interim funding to the district, if agreed by the Class Council and provided that all such funds are repaid to CJCA.

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Amended December 3, 2002

Adopted by Annual General Meeting, December 11, 2000.