

DF Racing New Zealand

REGULATIONS

1 *Relationship to Constitution*

- 1.1. This *Regulations* document defines the processes and procedures to implement the intentions of the DFRacingNZ *Constitution*.
- 1.2. In the event this document is found to be in conflict with the *Constitution*, the *Constitution* will prevail.
- 1.3. Abbreviations and Definitions in the *Constitution* also apply to this *Regulations* document.

2 *Delegates to Other Bodies*

- 2.1. The *Management Committee* may appoint *Association* delegates to other bodies where such representation might be mutually beneficial. Such bodies may include, but are not limited to:
 1. The *Class ICA*, once formed
- 2.2. The *Management Committee* may appoint an *Officer* or an ordinary *Member* of the *Association* to a delegate role.

3 *General Meetings*

- 3.1. Notice shall be given of all *General Meetings*.
- 3.2. The business of *General Meetings* shall be to receive and decide on resolutions. In addition, the annual *General Meeting* (AGM) shall receive and approve the Annual Accounts and elect *Officers*.
- 3.3. Any resolution to a *General Meeting* shall be submitted by a *Member*.
- 3.4. The AGM shall be held at such time and date as the *Management Committee* determines but no later than 31st December in any year.
- 3.5. A Special General Meeting (SGM) shall be called by the Class Secretary if:
 1. The *Management Committee* so resolves, or
 2. Not less than 10% of the *Members* so request in writing to the Class Secretary, such request to also specify any resolution(s) which are to be proposed at the SGM.
- 3.6. At least four (4) weeks *Notice* shall be given of a *General Meeting* by the Class Secretary, together with the agenda for the meeting and of any resolutions which are to be proposed at the meeting.
- 3.7. The chairman at *General Meetings* shall be the Class Chairman, or in his/her absence, an *Officer* elected by the meeting from the *Officers* present. If neither the Class Chairman nor any *Officers* are present or accessible, the meeting shall elect a chairman.
- 3.8. A quorum for a General Meeting shall be at least 10% of the *Members*
- 3.9. At any *General Meeting* only resolutions of which notice has been given in accordance with these *Regulations* shall be proposed and no amendments thereto shall be permitted, unless the proposers of the resolution accept the amendment.
- 3.10. In the event of a tied vote the chairman of the meeting shall have a casting vote in addition to his/her normal vote.
- 3.11. *Special Resolutions* and ordinary resolutions shall be put to a *Member* ballot.

4 *Officers*

- 4.1. Any *Member* standing for election to the *Management Committee* shall be in *Good Standing* and nominated by another *Member* in *Good Standing*, except that retiring *Officers* standing for re-election need not be nominated.
- 4.2. Nominations of *Members* standing for election shall be received in writing by the Class Secretary six (6) weeks before the meeting at which the election is to take place.
- 4.3. Where there are more than six (6) nominations for *Management Committee* positions, the election shall be determined by the order in which candidates receive the largest number of votes at the AGM. Where there are six or less nominations for *Management Committee* positions, those candidates shall be elected unopposed.
- 4.4. All *Officers* shall stand for a term of one year and shall retire at the expiry of their term of office.
- 4.5. Any retiring *Officer* shall be eligible for re-election provided that he/she has not served more than 5 consecutive years as an *Officer*.

- 4.6. A person who is a member of, employed by, or in any way has an interest in a commercial undertaking involved with the *Class* may be elected as an *Officer*, provided such interest is declared in writing to the *Management Committee* prior to election.
- 4.7. An *Officer* who becomes a member of, becomes employed by, or in any way obtains an interest in a commercial undertaking involved with the *Class* shall immediately declare such interest in writing to the *Management Committee*.
- 4.8. An *Officer* and any member of an *Association* sub-committee shall confirm their ability to participate in *Management Committee* or sub-committee meetings conducted by *Electronic Communications*.

5 Management Committee

- 5.1. The *Management Committee* may co-opt any *Member* to fill any vacancy that arises in the *Management Committee*. Such person shall remain in office until the next annual *General Meeting*, and shall act as an *Officer* for the duration of their office.
- 5.2. The *Management Committee* may delegate to any one or more of its *Officers* such powers and duties as it shall determine for special purposes for a limited period.
- 5.3. The Class Secretary shall give at least 2 weeks notice of meetings of the *Management Committee*, unless 75% of the *Management Committee* give their prior consent to a reduced notice period.
- 5.4. A quorum for a meeting of the *Management Committee* shall be at least 60% of the *Management Committee*.
- 5.5. The Class Chairman shall chair all meetings at which he/she is present. At meetings where the Class Chairman is not present an *Officer* shall chair, elected by the meeting from the *Officers* present.
- 5.6. Resolutions at *Management Committee* meetings shall be passed by a simple majority of the Committee present and voting, except that the meeting's chairman shall have an additional casting vote in the event of a tie vote.

6 Officer Roles And Responsibilities

- 6.1. The *Officers* who may make up the *Management Committee* shall be a minimum of three (3) or maximum of six (6).
- 6.2. Roles of *Officers* will be decided by the *Management Committee* at its first meeting following election. One or more roles may be combined at the discretion of the *Officers*.
- 6.3. The Class Chairman is presiding Officer of the *Association*. This role may involve, but is not limited to:
 1. Chairing *Management Committee* meetings.
 2. Chairing *General and Special Meetings*.
 3. Assisting the *Management Committee* in setting priorities and action plans.
 4. Evaluating the performance of the *Association* in meeting the Objectives
- 6.4. The Class Secretary will advise the *Management Committee* on any *Membership* matters relevant to the Class. This role may involve, but is not limited to:
 1. Maintaining the register of *Members*.
 2. Communicating with *Members* on matters of interest to them or the *Association*.
- 6.5. The Class Racing Officer will advise the *Management Committee* on any *Class* event and racing matters relevant to the *Class*. This role may involve, but is not limited to:
 1. Planning the *Class* event calendar in NZ.
 2. Facilitating the running of *Association Events* in appropriate locations and to proper standards and liaising with the event organisers.
 3. Determining any schedule of fees payable by entrants to *Association Events*.
 4. Helping to ensure that the *Boats* used in *Class* events comply with the *Class Rules* by providing technical assistance to event organisers.
 5. Responding to any request for an interpretation of the *Class Rules*.
- 6.6. The Class Treasurer will advise the *Management Committee* on any financial matters relevant to the Class. This role may involve, but is not limited to:
 1. Proposing standing, annual and other fees for the *Class*.
 2. Preparing a budget for expenditure.
 3. *Reimbursing the reasonable expenses, once approved, of any Officer.*
 4. Preparing the Annual Accounts of the preceding accounting year.
 5. Forecasting the accounts for the current year.

7 Finance and Accounting

- 7.1. The fiscal period of the *Association* shall be 1 January to 31 December each year. The *Association's* subscription year shall match the fiscal period.
- 7.2. All standing and annual fees shall be proposed by the *Management Committee* and approved by a General or Special Meeting. Ad hoc fees shall be decided by the *Management Committee*.
- 7.3. All funds shall be paid to a bank account in the name of the *Association* and the bank account must be operated in accordance with policy set by the *Management Committee*.
- 7.4. A budget for expenses shall be proposed by the *Management Committee* and approved by a General or Special Meeting, and expenses shall be reported under a separate heading in the Annual Accounts.
- 7.5. The reasonable (non-travel) expenses of the *Officers* and other sub-committee members of the *Association* in complying with their obligations and exercising their powers may be payable out of the funds of the *Association* on application to the *Management Committee*.
- 7.6. The intent of the *Association* is to eliminate the need for *Officers* and other sub-committee members to travel to meet their obligations and instead to exercise their powers by utilising *Electronic Communications* to carry out the business of the *Association*.
- 7.7. Any non-budgeted item of expenditure in excess of 250.00 NZD shall be approved by the *Management Committee* in advance.

8 Non-Payment of Fees

- 8.1. Any Member who has not paid the annual Fees due to the *Association* by 1st March in any year shall have their *Membership* suspended at that date to be reinstated on full payment. Any *Member* who has not paid the subscription by 1st May shall have their *Membership* terminated.

9 Announcements And Notice

- 9.1. Where under the *Regulations* or the *Constitution* the Class Secretary is required to make a public announcement, such announcement shall be deemed to have been made if it is made by posting it to the *Association* Web site.
- 9.2. Where under the *Regulations* or the *Constitution* the Class Secretary is required to receive written *Notice*, declaration, or information from any person or body, such written *Notice*, declaration, or information shall be acceptable if it is given by post or by written *Electronic Communication*.
- 9.3. Where under the *Regulations* or the *Constitution* the Class Secretary is required to give written *Notice* to any person or body, such *Notice* shall be deemed to have been given if it is given by post or by written *Electronic Communication* and so that:
 1. If it is given by post it shall be deemed to have been given on the 14th day after the Class Secretary shall have posted such *Notice* by standard post or courier to the person or body concerned at the address given for such person or body in the *Association* records whether or not it shall in fact have been received by the person or body concerned within that time or at all;
 2. If it is given by written *Electronic Communication* it shall be deemed to have been given 24 hours after the Class Secretary has successfully dispatched the written *Electronic Communication* whether or not it shall in fact have been received by the person or body concerned within that time or at all.
 3. Provided that the Class Secretary shall only be entitled to give *Notice* to a person or body by way of written *Electronic Communication* if that person or body shall have provided (and not withdrawn) the address or number for the *Electronic Communication* to the Class Secretary.

10 Sail Numbers

- 10.1. On application, a *Member* shall be allocated one or more sail numbers. Numbers shall be displayed on the *Member's* sails in the manner set out in the *Class Rules*.
- 10.2. A *Member* may apply for specific numbers of no more than three digits and if the requested numbers are unassigned they shall be allocated to the *Member*.
- 10.3. Sail numbers will remain allocated from the date of issue for the period the *Member* remains in *Good Standing* with the *Association*.
- 10.4. Should a *Member's* *Good Standing* lapse, the allocation of sail numbers to the *Member* shall be revoked.
- 10.5. Invalid or revoked Sail Numbers may not be used in *Association Events*.
- 10.6. After a suitable grace period, revoked sail numbers may be re-allocated.

11 Data Collection and Maintenance

- 11.1. The Class Secretary shall establish and maintain a register of *Members* including, but not limited to the following information:
 1. *Member* name.
 2. Contact details including postal address, phone number(s) and email address.
 3. Date of commencement or cessation of *Membership*.
 4. Sail numbers allocated to the *Member*.
 5. The clubs at which the *Member* sails.
- 11.2. The *Association* may publicly release *Member* information in the following categories:
 1. Sail Number List including the *Member's* Name, Sail Number and Club as submitted in their membership application, or subsequently communicated to the *Association*.
 2. The *Member's* class of *Membership* and current status.
 3. Results of *Class* events in which the *Member* has participated.
 4. Media including photos and videos of *Association Events* or general *Class* sailing.
- 11.3. The *Management Committee* shall make reasonable provisions to ensure *Association* data is stored in a manner that is secure, reliable and private.

12 Amendments to the Regulations

- 12.1. These *Regulations* may be amended by ordinary resolution of a General or Special Meeting.