

# **International J/24 Class Association By-Laws**

## **1 Executive Committee**

- 1.1 The committee will ensure, in addition to the requirements IJCA Constitution that all committees operate within the constitution.
- 1.2 The committee will ensure that adequate terms of reference are available for all committees
- 1.3 The committee will ensure that there are adequate job descriptions for all employees of the IJCA.
- 1.4 The Executive Committee shall appoint a Marketing & Promotion Chairperson (Marketing Chair) and shall set the terms and compensation and remuneration, if any, as deemed appropriate. The Marketing Chair shall report to the IJCA Chairman and Executive Committee as required.
- 1.5 The committee will review the performance of all employees of the IJCA to ensure that their duties are performed properly and in a timely manner.
- 1.6 The committee will recommend to the World Council, through the annual budget, the remuneration of all paid employees of the IJCA.

## **2 Finance Committee**

- 2.1 The Finance Committee is to be the liaison between the Executive Committee and the Executive Director.
- 2.2 The committee will assist in the preparation of the annual budget and to monitor any budget variances.
- 2.3 The committee will ensure that proper and correct financial statements are produced in a timely manner as required by the regulatory authorities of the country where the IJCA Class Office is located
- 2.4 The committee will ensure that all required tax returns are filed in a timely manner as required by the regulatory authorities of the country where the IJCA Class Office is located
- 2.5 Payments and receipts of money shall be reviewed by the Chairman of the Finance Committee or his deputy as appointed by the Executive Committee.

## **3 Promotion Committee**

- The duties of the Marketing Chairperson are to:
- 3.1 Interact with the Copyright Holder regarding application and use of the trademark. Maintain the appropriate guidelines for trademark usage in conjunction with Class Activities.
  - 3.2 Develop various means of communication with Class Members at the direction of the Executive Committee. Such communication may be produced through the use of professional services with the Executive Committee approval.
  - 3.3 Develop and cause to be produced printed means of communication with Class Members at the direction of the Executive Committee. Such communication may be produced through the use of professional services with Executive Committee approval.

- 3.4 Arrange for and edit the publication of an annual Class Yearbook.
- 3.5 Develop and maintain a media list for use by IJCA and the NJCAs in promotion of Class events.
- 3.6 Assist in the development and distribution of press releases to the media. Establish a standardized format for such releases.
- 3.7 Develop and maintain plans for international sponsorship of Class activities.

#### 4. **Technical Committee**

- 4.1. **The Class Rules and Rule Change Process** – The committee shall maintain and publish a process for the submission of Class Rule changes.
  - 4.1.1. The committee will maintain intelligibility for the class membership throughout the rule change process by tracking and publishing all proposed changes from receipt through to resolution including comments from the Committee and recommendations to the Executive Committee.
  - 4.1.2. The committee shall receive and publish all rule and building specification change proposals, provide and publish comments to the Executive Committee within 30 days of receipt.
  - 4.1.3. The committee shall consult with interested parties in the review of any rule change proposal and include the results of that consultation in the comments to the Executive Committee.
  - 4.1.4. Following approval of proposed changes by the World Council, the committee shall prepare the ISAF Rule Change submission in accordance with the requirements of Section 14 of the IJCA Constitution.
  - 4.1.5. The committee shall ensure that the wording of all Class Rules is clear and easily understandable by members worldwide in order to facilitate self-measurement and ensure compliance with Class Rules.
  - 4.1.6. The committee shall annually review the IJCA Class rules to ensure they are consistent with ISAF rules format.
- 4.2. **Measurement Manual** – The committee shall be responsible for producing and publishing the IJCA Measurement Manual.
  - 4.2.1. The Measurement Manual shall describe all methods, techniques and devices to be used for measuring boats for compliance with class rules. It shall be designed for use both by Class Measurers and individual measurers.
  - 4.2.2. The Measurement Manual shall be updated at least annually to ensure conformity with class rules including changes to be in effect for the current year and published by March 1<sup>st</sup> of each year to coincide with the implementation of any approved Class Rules changes.
  - 4.2.3. The Measurement manual shall contain a cross reference to Class Rules that can be published separately and is kept current with rule changes.
  - 4.2.4. The Measurement manual shall contain a section containing “Rule Interpretations” for questions associated with Class Rules, Measurement, rulings that are made in conjunction with duties at World and Continental Championships, and support to Protest Committees relating to class rules and measurement.
- 4.3. **Technological Changes** - The committee shall keep informed of technological changes to ensure that appropriate developments are investigated, and if appropriate, are developed into class rule change proposals in support of Section 1.1 of the IJCA Constitution and or changes to the Measurement Manual.

- 4.4. **World and Continental Championships** - The committee shall support these championships as follows:
- 4.4.1. At least one member of the committee will be designated to attend each World and Continental Championships to ensure that the One-Design nature of the Class is maintained and provide support in the interpretation of the Class Rules where required.
- 4.4.2. Funding for Technical Committee attendance will be provided by the event Organizing Authority.
- 4.4.3. The committee member(s) will approve and oversee the measurement processes at these championships.
- 4.4.4. The committee shall create and maintain a process for measurement at all World Championships including appropriate measurement forms in required formats.
- 4.4.5. The committee shall create and maintain templates of Notice of Race and Sailing Instructions for World and Continental that comply with the racing Rules of Sailing for use by the member NJCA's hosting these events. These shall include a set of "Alternative Penalties" for minor infringements of class rules to be incorporated.
- 4.4.6. The committee will review all World and Continental Notices of Race and Sailing Instructions to ensure compliance with IJCA Regatta Standards and the racing Rules of Sailing, and recommend any changes for approval by the Executive Committee and the Organizing Authority.
- 4.4.7. The committee will create and maintain a set of guidelines for the Organizing Authority and the Race Committee that are to be used when conducting World and Continental events.
- 4.5. **Class Measurers** - The Technical Committee shall, in conjunction with the NJCA's recruit, certify and support a network of Class Measurers to cover countries and regions where the class is active.
- 4.5.1. The committee shall develop a process for training and certifying Class Measurers worldwide.
- 4.5.2. The committee shall monitor the work of Class Measurers to ensure the One-Design Nature of the J/24 is maintained and compliance with measurement methods and techniques as defined in the Measurement Manual.
- 4.6. **Communications** – The Technical Committee shall provide intelligibility and continuous access to its work.
- 4.6.1. The committee shall respond to questions from member NJCA's, Class Members and other interested parties. The questions and responses shall to be published so as to be freely available to all members.
- 4.6.2. The committee shall operate, moderate and participate in an internet-based forum to respond to questions as in 1.6.1, post and comment on rule change proposals, and encourage participation by members on all aspects of the committee's work.
- 4.6.3. The Technical Committee shall report their activities to the Executive Committee prior to the annual World Council and/or at such times as required by the Executive Committee.
- 4.7. **ITC Selection Process**
- 4.7.1. The current ITC will propose a list of members and the ITC chairman, selected from among its members, to the World Council for a vote at the annual WC meeting according to the IJCA Constitution.

- 4.7.2. The ITC will develop the recommended list of members giving consideration to continuity, mix of skills and experience, and the size of the committee needed to undertake the work on the ITC agenda and maintain response times.
- 4.7.3. NJCA's may nominate qualified members to the ITC by submitting resumes. If the ITC believes that the candidate meets the selection criteria, has the required commitment, the candidate(s) may be included in the ITC recommended slate of members presented to the World Council.
- 4.7.4. The ITC may add resources from outside the class for a specific project if their knowledge or skills would benefit the class. Any costs involved would have the prior approval of the Executive Committee. People involved with the ITC in this capacity will not vote on ITC issues nor participate in the formation of the list of members to be proposed to the World Council.

#### **4.8. ITC Selection Criteria**

- 4.8.1. **Language** - sound working capability in the English language at a technical level.
- 4.8.2. **Computer Skills** - ability to create, format and edit MS Word and Excel documents, participate in web-based forums, with training and direction post documents to the IJCA web site, function regularly with email including attachments.
- 4.8.3. **Measuring Experience** - be a current recognized IJCA or national measurer with measuring experience at qualifying events under the supervision of current ITC members.
- 4.8.4. **Sailing Organization** - have one or more of the following skill and experience sets at the equivalent of district level events or above.
- Race management - be qualified as a PRO
  - Judging - be qualified to act as a judge
  - Regatta organization - have experience organizing championships
- 4.8.5. **Sailing Activity** - currently active in the class in racing, measuring and/or regatta organization.
- 4.8.6. **RRS and Class Rules** - have a working familiarity with the RRS and J/24 Class Rules.
- 4.8.7. **Work Background** - involves technical understanding and quantitative analysis.
- 4.8.8. **Time Commitment** - Be willing and able to devote 5 hrs per week to ITC activities. Not all weeks will involve this much but the capacity needs to be available.
- 4.8.9. **Performance Commitment** - meet the following:
- support the Class Rules and defined measurement processes.
  - to respond to 90% of "Response Required" email within 2 days, the rest within 5 days.
  - provide estimated completion times for projects and meet those commitments.
  - communicate status of projects/tasks when they run over 4 weeks elapsed time.
- 4.8.10. **Working Style** - people who fit and agree to - Realizing that we must work in a collegial manner with other members of the ITC. We won't always agree - but it's important to accept that differences in opinion are necessary and highly valuable parts of what we do, and that we need to work to resolutions. We need to respect others views and make sure they get visibility. The ITC will have a single position on an issue after we have reached a resolution and taken a vote.