



the boat the world sails

INTERNATIONAL 470 CLASS ASSOCIATION BY-LAWS

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Article 1 – Jurisdiction and language

The provisions of the Constitution as to the jurisdiction and language shall apply to the By-Laws.

Article 2 – Terms and definitions.

All the terms and definitions contained in the Article 3 of the Constitution shall apply to the By-Laws.

In addition:

“Class Chief Measurer” shall mean the member of the Technical Committee appointed by the Management Committee to take care of the measurement inspections procedures at the 470 Class regattas and to coordinate the activities of the measurers qualified for the 470 measurement.

Article 3 – The General Assembly

- 3.1 The meetings of the General Assembly shall be held either at the time of an international 470 Class regatta or at any place judged by the Management Committee to be the most convenient for the majority of the National Class Association and Individual Members.
- 3.2 The notice convening the General Assembly meeting and the agenda proposed by the Management Committee will be sent according to the Constitution by e-mail to:
 - (i) the National Class Associations,
 - (ii) the Individual Members,
 - (iii) the honorary members,
 - (iv) the members of the Management Committee,
 - (v) the members of the Technical Committee,
 - (vi) one Auditor,
 - (vii) André Cornu’s heirs,
 - (viii) the secretary general of the ISAF,
 - (ix) any other person or delegate of organisation that the Management Committee considers useful to invite.
- 3.3 The agenda of an annual ordinary meeting of the General Assembly shall include at least:
 - (i) welcome and checking and assignment of the votes,
 - (ii) matters arising from the assignment of the votes to the National Class Associations and/or Individual Members, if any,
 - (iii) report of the President;
 - (iv) (report of the Secretary General;
 - (v) report of the Treasurer on the accounts of the previous year and on the provisional accounts of the current year;
 - (vi) report of the Auditor on the accounts of the previous year;
 - (vii) report of the Chairman of the Technical Committee;
 - (viii) report of the Management Committee on activities not covered elsewhere in the above reports;

- (ix) vote for approval of the administration of the 470 Internationale done by the Management Committee for the previous year;
 - (x) vote for approval of the accounts of the previous year;
 - (xi) proposal from the Treasurer of the following year(s) budget(s) and vote for approval;
 - (xii) proposal from the Treasurer of Annual Fees rate and sail buttons/stickers price for the next year(s) and vote for approval;
 - (xiii) proposal(s) from the Technical Committee of 470 Class Rules changes, if any, and votes to approve their submission to the ISAF;
 - (xiv) other proposal(s) from the Management Committee, if any, and votes for approval;
 - (xv) proposal(s) from the National Class Associations or Individual Members, if any, not covered elsewhere on the agenda;
 - (xvi) decision on the venues of the Championships for the following years;
 - (xvii) election of the President and of the other members of the Management Committee, when needed;
 - (xviii) appointment of the Auditors, when needed;
 - (xix) appointment of working parties according to the Article 12.2 of the Constitution, when needed.
- 3.4 The Management Committee may consult the General Assembly on items that it judges urgent and for which it feels necessary to get the opinion of the General Assembly. Such consultations shall be organised by e-mails sent by the Secretary General on behalf of the Management Committee to the National Class Associations and Individual Members. The answers are not binding for the Management Committee. The answers sent after a period of 3 (three) weeks from the consultation, the sending date of the e-mail being evidence thereof, may not be considered by the Management Committee.

Article 4 – The Management Committee

- 4.1 At the first Management Committee meeting to be held after the election of its members by the General Assembly, the Management Committee shall elect among its members those aimed at filling in the other Official Positions than the President and shall allocate the relevant duties to each of its members. The Management Committee shall fill in any vacancies in performing its duties, as soon as possible. The Management Committee may decide to change the allocation of the duties among its members at any time in accordance with the Article 8 of the Constitution.
- 4.2 The Management Committee shall appoint the Class Chief Measurer who shall be the chairman of the Technical Committee or one of its members.
- 4.3 The Management Committee may entrust elected and/or non-elected individuals or third party companies to fulfil some identified tasks, either on a voluntary basis or on a paid basis provided that the corresponding budget has been approved by the General Assembly.
- 4.4 Business between the members of the Management Committee shall be conducted either by day-to-day correspondence (preferably by e-mail) or by phone conferences, and by face-to-face meetings.

- 4.5 The face-to-face meetings and/or the phone conferences shall be convened by the President through a notice sent by the Secretary General containing the date and time, the venue (for meetings) and the agenda for any such meetings and/or phone conferences. Taking into account the time needed to prepare and to coordinate the face-to-face meetings and/or the phone conferences, such notice shall be sent to each member of the Management Committee, preferably by e-mail, at least respectively 2 (one) weeks or 3 (three) days beforehand. Each of such face-to-face meetings and/or phone conferences are validly held provided that at least 50% (fifty percent) of the members of the Management Committee are present (for meetings) or connected (for phone conferences), with an absolute minimum of 3 (three), including at least 2 (two) Executive Officers.
- 4.6 The President shall convene a face-to-face meeting and/or a phone conference upon receipt by the Secretary General of a written request from not less than 30% (thirty percent) of the members of the Management Committee, provided that the request includes a detailed agenda. If the President does not cause such meeting and/or phone conference being convened by sending a notice in accordance with the provisions of the Article 4.5 above within 30 (thirty) days from the date on which the request was sent to the Secretary General, the members of the Management Committee having made the request, or any of them, may convene such meeting and/or phone conference after the expiration of the above term, in accordance with the provisions of the Article 4.5 above.
- 4.7 In addition to the powers and duties listed in the Article 8.6 of the Constitution, the detailed terms of reference of the Management Committee, the list being non-exhaustive, are as follows:
- (i) to manage the relationships with the ISAF, the continental and regional sailing federations and associations, the National Sailing Authorities, the National Class Associations and the Individual Members, the other International Class Associations, the organisers of international 470 Class regattas;
 - (ii) to encourage the establishment of new National Class Associations and to decide on their affiliation to the 470 Internationale;
 - (iii) to coordinate the organisers on the running of the Championships. The Management Committee shall decide all details concerning these Championships. The Management Committee shall establish and keep updated an organisation manual containing rules, regulations and recommendations to be applied to the Championships, complying with the ISAF rules, regulations and policies and with the 470 Class Rules.
 - (iv) The other parts, dealing with the general organisation and the race management shall be subject to the Management Committee jurisdiction;
 - (v) to coordinate and review the application of the 470 Class Rules, and to draw upon the experience and feedback of such application by the Technical Committee, in order to be able:
 - to give recommendations to the General Assembly, in view of deciding changes to the 470 Class Rules, technical drawings and building specifications;
 - to propose to the ISAF minor and urgent changes/modifications of the 470 Class Rules, technical drawings and building specifications, based on proposals from the Technical Committee;
 - (i) to establish, promote and develop training programmes for coaches, sailors, race officers, measurers, judges and umpires;

- (ii) to establish and to manage the entire communication and marketing activities of the 470 Internationale;
 - (iii) to ensure that annual accounts are prepared for each calendar year and that they truly and fairly show the treasury, assets and liabilities, entries and disbursements with reference to the matters concerned, all sales and purchases of goods;
 - (iv) to give recommendations to the General Assembly, in view of amending, when needed, the Constitution and the By-Laws;
 - (v) to give mandate for all of the above to one or several of its members, jointly or separately, to working parties and/or to sub-committees and/or individuals.
- 4.8 The rules used to chair and to ensure the secretariat of the face-to-face meetings and phone conferences are those applicable to the General Assembly, save the followings:
- (i) votes by correspondence are organised by the President or the Secretary General. Any member of the Management Committee having not answered a proposal sent by e-mail by the Secretary General on behalf of at least 3 (three) members of the Management Committee within a period of 7 (seven) days, the sending date of the e-mail being evidence thereof, is presumed to abstain. Votes are valid provided that at least 50% (fifty percent) of the members of the Management Committee, with a minimum of 3 (three), including at least 2 (two) Executive Officers, have answered. In case that 1/3 (one-third) or more of the answering members of the Management Committee request to discuss the proposal at the next face-to-face meeting or in the next phone conference, then the item shall be deferred and put on the agenda of such face-to-face meeting or phone conference;
 - (ii) votes at face-to-face meetings or at phone conferences are valid provided that at least 50% (fifty percent) of the members of the Management Committee, with a minimum of 3 (three), including at least 2 (two) Executive Officers have attended the said meeting or conference.
- 4.9 The Management Committee may invite to attend its face-to-face meetings or phone conferences, on a case-by-case basis, any person who is involved in items listed in the agenda.
- 4.10 The members of the Management Committee may obtain the reimbursement of expenses duly authorised by the Management Committee and duly justified, with receipts and/or invoices, which they may have incurred in on behalf of the 470 Internationale. The Management Committee may decide, on a case-by-case basis, to limit the level of the reimbursement or to allocate lump sum compensation.

Article 5 – The Executive Officers

- 5.1 The President's terms of reference are:
- (i) to coordinate and to monitor the overall work of the members of the Management Committee, in order to ensure that it is conducted in accordance with the General Assembly instructions and policies as well as with the decisions of the Management Committee, smoothly, efficiently and within the agreed deadlines;
 - (ii) to work closely with all the members of the Management Committee and to coordinate their own activities;
 - (iii) to legally represent the 470 Internationale;

- (iv) to carry out the duties assigned to her/him in accordance with the decisions taken by the General Assembly and by the Management Committee;
- (v) to chair the meetings of the General Assembly and the face-to-face meetings and the phone conferences of the Management Committee, and to guarantee the proper conduct of these meetings and/or phone conferences and the legality of the votes.

5.2 The First Vice President's terms of reference are:

- (i) to take the office of the President, in the case of vacancy or of the incapacity of the President to assure her/his functions, either on a temporary short-term or on a permanent basis. In this latter case he will take the title of Acting President, until the time a General Assembly meeting is organised in order to elect a new President;
- (ii) to be in charge of duties and activities duly allocated to her/him by the Management Committee, depending on the 470 Internationale policy in terms of duties and activities to be borne by the First Vice-President, among the terms of reference of the Management Committee, and depending on the number of Vice-Presidents.

5.3 The Vice-President's terms of reference are:

- (i) to be in charge of duties and activities duly allocated to her/him by the Management Committee, depending on the 470 Internationale policy in terms of duties and activities to be borne by a Vice-President, among the terms of reference of the Management Committee, and depending on the number of Vice-Presidents.

5.4 The Secretary General's terms of reference are:

- (i) to keep the minutes of the General Assembly meetings and to record the decisions taken during face-to-face meetings and phone conferences of the Management Committee or those taken by correspondence votes;
- (ii) to inform the National Class Associations and the Individual Members, in such terms as the Management Committee prescribes, about the Management Committee's decisions;
- (iii) to manage the official correspondence between the Management Committee and the National Class Associations and the Individual Members, as well as with the ISAF;
- (iv) to keep the 470 Internationale Register.

5.5 The Treasurer's terms of reference are:

- (i) to be responsible for the funds of the 470 Internationale;
- (ii) to make disbursements following the Management Committee decisions;
- (iii) to keep accurate record of the funds of the 470 Internationale and to prepare, on behalf of the Management Committee, the provisional annual financial statements (in the form of profit & loss, asset & liabilities) for each meeting of the Management Committee and of the General Assembly and for any other occasion she/he might be asked for it by the Management Committee;
- (iv) to prepare the annual financial statements (in the form of profit & loss, asset & liabilities) as of 31st December of each year and to circulate them among the members of the Management Committee for their comments and approval not later than 31st January of the following year;

- (v) more generally to take care of the whole financial and economic side of the 470 Internationale, being specifically in charge of the collection procedures for the Annual Fees, the entry fees for the Championships, the sponsorship fees, the royalties and any other incomes;
- (vi) to coordinate with the members of the Management Committee and with the Management Committee secretary, if any, in order to ensure an efficient and smooth management of the funds of the whole financial and economic side of the 470 Internationale.

5.6 The Chairman of the Technical Committee's terms of reference are:

- (i) to be responsible for managing the Technical Committee and all related technical matters.
- (ii) to manage the official correspondence with ISAF related to technical matters.

Article 6 – The Technical Committee

6.1 The terms of reference of the Technical Committee are:

- (i) to deal with the 470 Class Rules, measurement and technical matters;
- (ii) to examine any proposal from the National Class Associations and from the Individual Members for amendments, changes or interpretations of the 470 Class Rules, and to report to the Management Committee;
- (iii) to propose to the Management Committee and to the General Assembly any amendments or changes to the 470 Class Rules;
- (iv) to maintain close liaison with ISAF on all the technical aspects of the 470 Internationale;
- (v) to work with the ISAF to support Licensed Builders;
- (vi) to evaluate any application from builders wishing to obtain a license in order to make recommendations to the Management Committee;
- (vii) to keep the register of the Licensed Builders;
- (viii) to set up procedures for measurement inspections during the 470 Class regattas and to manage the panel of the international 470 Class measurers in terms of training, nomination by the ISAF, and proposals to the Management Committee for their appointment at Championships. Within the Technical Committee, the Class Chief Measurer shall lead these duties.

6.2 The Technical Committee organises autonomously the tasks of its members.

6.3 The Management Committee shall consult the Technical Committee on any interpretation request or any change proposal of the 470 Class Rules, of technical drawings and of building specifications.

6.4 The Technical Committee shall elaborate its recommendations to the Management Committee with rules and procedures similar to those applied by the Management Committee to make its own decisions.

Article 7 – The sub-committees and working parties

7.1 The Management Committee can establish sub-committees and working parties with specific aims, tasks and duties, setting the rules governing their activities including their duration.

- 7.2 The Management Committee appoints the members of such sub-committees and working parties, save that at least one of their members shall be a member of the Management Committee.
- 7.3 The Management Committee may grant to each sub-committee or working party financial assistance for its activities, but the Management Committee shall approve any expenditure in writing and the chairwoman/chairman of such sub-committees or working party shall provide invoices or receipts for each expenditure incurred by her/his sub- committee or working party.

Article 8 – The National Class Associations and Individual Members

- 8.1 Each National Class Association shall provide the Secretary General and the secretariat of the Management Committee, by 28th February of each year, and, in any case, before the first Championship of the year, with:
- (i) an accurate statement of the number of members registered and of the number of new sail numbers issued by it, as well as the last sail number registered at the end of the past year, duly certified by their president;
 - (ii) a concise report concerning the activities of the past year providing among other details information regarding the distribution of the 470 sailors in its country and the number of 470 Class regattas organised during the relevant year with the average number of participation;
 - (iii) the calendar of the 470 Class regattas for the coming year;
 - (iv) the composition of its board (names and surnames, addresses and functions).
- 8.2 All communication between the 470 Internationale and the National Class Associations and Individual Members is validly and effectively sent via e-mail (the transmission by fax and by mail being not compulsory for the 470 Internationale). To this respect, each National Class Association and each Individual Member shall provide the Secretary General and the secretariat of the Management Committee with the e-mail addresses to which all communication shall be sent. The Management Committee shall create one principal e-mail address for each National Class Association opened under the domain name «470.org», composed by the three national letters assigned by the ISAF to its National Sailing Authority (e.g. fra@470.org). Except upon specific request duly justified from the National Class Association, the Management Committee shall send all communication to this principal address only, from which it shall be automatically re- directed to the e-mail addresses provided by the National Class Association.

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- *Approved by the General Assembly in its meeting held on 14th and 15th October 2006 at the Istanbul Sailing Club, Turkey*
 - *Article 4.3 modified by the General Assembly in its meeting held on 21st August 2009 at the Royal Danish Yacht Club, Rungsted, Denmark*
 - *Articles 3.3, 4.5, 4.7, 4.8, 5.2, 5.3, 5.6 modified by the General Assembly in its meeting held on 8th November 2012 at the Royal St George Yacht Club, Dun Laoghaire, Ireland.*
 - *Article 4.7(iii) modified by the General Assembly in its meeting held on 2nd August 2013 at the Société des Régates Rochelaises, La Rochelle, France.*

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President

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Secretary General