



OPTIMIST SAILING SOUTH AFRICA

Incorporating Optimist Class Racing Association of South Africa (OCRA SA)

CONSTITUTION

1. NAME

The name of the Association is: Optimist Sailing South Africa.
Optimist Sailing South Africa is a non-profit making association.

2. OBJECTIVES

The objectives of Optimist Sailing South Africa are:

- 2.1 To administer the South African Optimist Dinghy Class in accordance with ISAF and IODA requirements, and to see that class rules are observed.
- 2.2 To co-ordinate youth development sailing between provinces.
- 2.3 To establish conditions for the annual Optimist National Championships and determine the venue.
- 2.4 To establish conditions for selection events and set the venues.
- 2.5 Annually select teams to participate in IODA World and Continental Championships.
- 2.6 To devise and execute programmes to increase the number of Optimist sailors, particularly those from historically disadvantaged backgrounds.
- 2.7 To progress youth sailing development with our national sailing body (South African Sailing).

3. MEMBERSHIP

3.1 Full members: Any Sailor who has registered his/her Optimist Dinghy with the Association can become a Full Member on payment of the prescribed annual fee. A member who has not paid the annual membership fee prior to the AGM may not vote and will cease to be a member until arrears are paid. In order to participate in regional, national and international events, Optimist sailors must be paid up members of Optimist Sailing South Africa.

3.2 Associate members: Associate membership is available to individual, organizations and companies who wish to support the objectives of Optimist Sailing South Africa. Associate members shall have no vote, other than those serving on the EXCO who have voting rights. The terms and conditions of Associate membership shall be prescribed by the Executive from time to time.

3.3 Honorary Life Members: Honorary Life Membership shall be awarded to past Optimist Sailing SA Presidents.

4. INCOME

For sources of income Optimist Sailing South Africa will rely upon annual subscription fees from its members, donations, sponsorships, sales and Investment income. Membership subscriptions are due on the first day of the financial year, unless a member is new to the Class, in which case he/she must join and pay before entering their first regional event. Annual membership subscriptions shall be established at the Annual General Meeting.

5. ORGANISATION

The organization of Optimist Sailing South Africa shall consist of the members, the Annual General Meeting, the Executive and the Secretariat.

Optimist Sailing South Africa subscribes to and agrees to be bound by the constitution, bylaws, aims, objectives and policies of South African Sailing (SAS). Optimist Sailing also subscribes to and agrees with any accredited and/or affiliated organisation, including, but not limited to ISAF and SASCOG etc.

6. LANGUAGE

The official language of Optimist Sailing South Africa will be English.

7. EXECUTIVE COMMITTEE

7.1 The Executive Committee shall comprise of the President, Class National Manager and a Regional Representative for each SAS recognized sailing region, with the exception of the SAS Eastern Cape region which will be split into sub regions, namely the Southern Cape and Eastern Cape region, all of whom shall have one vote on the committee, and the non-voting positions of Secretary, Treasurer, Technical and Coaching representatives. Regional Representatives may fill the non-voting positions.

7.2 A quorum for an executive committee meeting shall consist of a minimum of the President and 3 voting members.

7.3 The President, Class National Manager, Secretary and Treasurer and Technical and Coaching representatives shall be elected at the Annual General Meeting

7.4 The functions of the Executive committee are:

- To discuss and approve the sailing calendar
- To discuss and approve coaches and coaching events
- To discuss and approve regional and national regattas
- To discuss and approve technical and coaching sub- committee recommendations
- To ensure the continuity of the class - to discuss matters pertinent to the class
- To confirm participation in world and continental regattas

7.5 The President, Secretary, Treasurer, Technical Representative and Coaching Representative shall retire at the Annual General Meeting.

8. PRESIDENT

The functions of the President are:

- 8.1 to act as the chairperson at all Executive Committee meetings
- 8.2 to represent the class at SAS
- 8.3 to manage the affairs of the Association
- 8.4 to present an annual report
- 8.5 to liaise with IODA
- 8.6 to ensure the adherence of class rules and constitutional matters
- 8.7 to promote the class locally, nationally and internationally

9. SECRETARY

The functions of the Secretary are:

- 9.1 The Secretary shall keep proper minutes of all proceedings of the Annual General Meetings and the Executive Committee meetings.
- 9.2 The Secretary shall maintain a boat and sail register for all Optimists in RSA.
- 9.3 The Secretary shall keep all copies of boat plans available for copying for boat builders.
- 9.4 The Secretary shall be responsible for the distribution of Optimist information to members.
- 9.5 The Secretary shall distribute annual Optimist Sailing South Africa membership subscription forms to clubs to encourage membership.
- 9.6 The Secretary shall maintain the membership list.
- 9.7 The Secretary shall maintain the sailing calendar for the class.

10. TREASURER

The Associations financial year shall be 12 months ended 30 October.

The Associations accounts shall be audited by a competent person annually appointed at the Annual General Meeting.

The functions of the Treasurer are:

- 10.1 To draft an annual budget.
- 10.2 To draft a budget for international events.
- 10.3 To audit the finances relating to the participation of SA Sailors in international events.
- 10.4 To maintain a cash book, and make payments and receive funds into the association's account.
- 10.5 To report all accounts and payments on a monthly basis to the Optimist Sailing South Africa Executive.
- 10.6 To oversee the invoice and receipt of membership' subscriptions, sales of boat builder plans, sales of sail buttons and boat sales.

10.7 to control all fund-raising reconciliations. The annual accounts shall consist of a profit and loss account balance sheet and report and shall be prepared in accordance with sound accounting principles.

The annual financial report shall be presented at the Annual General Meeting.

The residue of the net surplus shall be carried forward and applied in accordance with decisions reached by the Executive Committee.

11. CLASS NATIONAL MANAGER

The Class National Managers function is to assist the President with the day to day running of the class. The Class National Manager may attend meeting and act on behalf of the President should the President be unavailable.

12. REGIONAL REPRESENTATIVES and REGIONAL COMMITTEES

12.1 Each region shall be run by a Regional Committee.

12.2 The Regional Committee shall consist of representatives from interested clubs in the region, and local class members, and shall consist of not less than 4 members,

12.3 The Committee shall elect a Chairman, Secretary and Treasurer.

12.4 The Chairman is the Regional representative for that region on the Optimist Sailing South Africa Executive.

12.5 Optimist Sailing South Africa regions are to hold at least 2 meetings each year. One of these meetings must be held at least 6 weeks prior to the Annual General Meeting of the class. This meeting must appoint the Regional representative and discuss and put forward any proposals for discussion at the Annual General meeting.

12.6 At regional meetings, four members shall constitute a quorum.

12.7 A Regional Representative shall not be re-elected for more than three years.

13. TECHNICAL REPRESENTATIVE

The Technical representative has the power to co-opt a sub-committee with a maximum of 5 members to:

13.1 Study and be familiar with the International Optimist Dinghy Class rules, plans and measurement forms.

13.2 Examine and proposals from members for amendments or interpretation.

13.3 Maintain close liaison with IODA and forward IODA recommendations to the Secretary.

13.4 Assist in the planning, and oversee the procedure for measurement during national, Provincial and Selection regattas.

13.5 Appoint and monitor authorized class measurers in the regions.

14. COACHING REPRESENTATIVE

The Coaching representative has the power to co-opt a sub-committee with a maximum of 5 members to:

- 14.1 Ensure standard techniques are used in sailing training
- 14.2 Provide a forum for coaching in each region
- 14.3 To liaise with SAS regarding development sailing
- 14.4 Ensure that Notice of Race and Sailing Instructions for Optimist Sailing South Africa authorized events are compliant with class rules and standards
- 14.5 Keep record of club and regional coaches and coaching clinics
- 14.6 Assist clubs in the formulation of coaching programmes
- 14.7 Nominate coaches for World and Continental events to the Executive Committee
- 14.8 Assist club, regional and national coaches in drafting material and organizing coaching events.

15. ANNUAL GENERAL MEETING

15.1 The Annual General Meeting is the highest authority of Optimist Sailing South Africa

15.2 The AGM is formed by the official paid-up members present or the appointed proxy,

15.3 The AGM is held every year in conjunction with the Optimist National Championships,

15.4 At least eight weeks prior to the start Annual General Meeting a notice of meeting will be sent to the Regional Representatives by the Secretary.

15.5 At least 3 weeks prior to the start of the Optimist National Championships an Agenda containing the following items will be distributed by the Secretary. All proposals and nominations must be received prior to the distribution of the Agenda of the Annual General Meeting.

15.6 The Agenda shall contain the following items:

- Report from the President
- Report from the National Class Manager
- Regional reports from the Regional Representatives
- Reports from the Technical and Coaching Representatives
- Financial report from the Treasurer
- Fixing of next years membership subscription
- Proposals from the Executive Committee
- Proposals from the members
- Confirmation of the venue and dates for the next National Optimist Championships
- Provincial Racing calendar
- Report on IODA
- Report from International events attended
- Proposals for appointment of-

President
Manager
Secretary
Treasurer
Technical Representative
Coaching Representative

- Election of an auditor

- General business

15.7 Proposals and accompanying motivations for the positions to be appointed must be received by the Secretary prior to the distribution of the Agenda of the Annual General Meeting.

15.8 Voting related to items on the Agenda is decided by simple majority of votes cast by paid-up members of the class or their representatives and by members or their representatives official proxies. A proxy shall be a signed authorization by a member and submitted 24 hours before the Annual General Meeting.

15.9 Each member or their representative or their official proxy has 1 (one) vote.

15.10 The president does not have a vote unless voting is equal, in which case the President has a casting vote.

15.11 A quorum shall consist of 1/5 of paid up full members of Optimist Sailing South Africa.

15.12 Amendments to the constitution shall require a 2/3 (two-thirds) majority of those present and eligible to vote.

16. LIABILITY AND BINDING BY SIGNATURE

16.1 The President, Executive and the association of Optimist Sailing South Africa are not personally liable for the association's obligations.

16.2 The President or National Class Manager and one Regional representative are authorized to sign on behalf of Optimist Sailing South Africa.

16.3 The Executive Committee may appoint other persons to sign on behalf of Optimist Sailing South Africa.

17. CLASS LOGO

The Optimist Sailing South Africa logo will be a blue stylized Optimist sail over a South African flag with as depicted at the top of this document.

18. DISSOLUTION

18.1 The decision to dissolve Optimist Sailing South Africa can only be made by a 2/3 (two-thirds) majority vote.

18.2 The decision to dissolve Optimist Sailing South Africa can only take place at an AGM.

18.3 In the event of the dissolution of Optimist Sailing South Africa, any residual funds are to be distributed to SAS.

