



CONSTITUTION OF THE BRITISH INTERNATIONAL 420 CLASS ASSOCIATION

GENERAL

1. Definitions

1.1 In this document the words standing in the first column of the Table next hereinafter shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context:

WORDS	MEANINGS
Affiliated Member Society	An organisation granted Affiliated Member Society status of the Association
The Association	The British International 420 Class Association
Clear days	In relation to a period of notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect
The Constitution	This document, as amended from time to time
Full Member	An individual granted Full Membership of the Association
Honorary Life Member	An individual granted Honorary Life Membership of the Association
Interested party	A person who may gain or lose as a result of the relevant decision, or who has a close personal interest in the decision.
In writing	Written, typed, printed or lithographed, or partly one and partly another, and other modes of representing or producing words in a visible form (including email)
The ISC	The Independent Selection Committee
Member	A member of the Association of any category
The NMC	The National Management Committee
Party	A party to a hearing: a member of the NMC for the appeal hearing; a suspended member; a suspended member's Representative
Point of Order	A claim that rules of procedure are being violated
Temporary Member	An individual granted Temporary Membership of the Association



- 1.2 Any words importing the single number only shall include the plural number, and vice versa.
- 1.3 Words importing the masculine gender only shall include the feminine gender, and vice versa.

2. The Association

- 2.1 The name of the Association shall be the 'British International 420 Class Association' (hereinafter the 'Association').
- 2.2 The International 420 Class Emblem may be used jointly with or separately from the Association Logo, which may be changed by agreement of the NMC.
- 2.3 The objects of the Association shall be:
 - (a) To encourage sailors into the class and to sail and race the 420, locally, nationally and internationally.
 - (b) To organise class training, British Championships and other events for International 420 Class dinghies.
 - (c) To keep members informed of class events, changes to class rules, technical developments and other relevant information.
 - (d) To promote a high standard of sailing and racing, whilst upholding fair and sportsmanlike conduct both on and off the water.

3. Trophies and Awards

- 3.1 Trophies belonging to the Association shall not be taken out of Great Britain.
- 3.2 A record of all Association trophies and their winners shall be kept by the NMC.
- 3.3 Youth Championship age limits shall conform to the ISAF policy at the date of the event.

MEMBERSHIP

4. Forms of Membership

- 4.1 The number of members which may be registered with the Association is unlimited.
- 4.2 Membership of the Association shall consist of the following categories:
 - (a) Full Member – Full membership of the Association is open to all current members of a Yacht or Sailing Club or to individual members of the RYA. The Yacht or Sailing Club must be affiliated to the RYA or other registered sailing organisation. If the



right to membership is in dispute, then the matter shall be referred to the NMC, whose decision shall be final.

- (b) Affiliated Member Society – Organisations such as schools and clubs may become Affiliated Member Societies. Affiliated Member Societies shall pay the same subscription rate as Full Members and will receive information as specified in clause 2.3 above. Such memberships will not permit Affiliated Member Societies or their members to vote or to participate in events.
- (c) Temporary Member – The NMC may allow Temporary Memberships for the purpose of participating in Association events. For a one to three day event, the subscription for a Temporary Member shall be set at 25% of the annual Full Membership subscription. For a four to seven day event, the subscription for a Temporary Member shall be set at 50% of the annual Full Membership subscription. Temporary Members may participate in events during the period of their membership, but they do not have voting rights and they are ineligible to receive a title or a prize
- (d) Honorary Life Member – Subject to the passing of a motion at a General Assembly, Honorary Life Memberships may be extended to any person deemed by the NMC to have made a significant contribution to the Association. Proposals of candidates for Honorary Life Membership should be made to the NMC for approval. Honorary Life Members do not have voting rights.

4.3 Members of the NMC shall be Full Members of the Association for the term of their office.

5. Subscriptions

5.1 There shall be an annual subscription payable on 1st September of each year by all members (with the exception of those specified under clause 5.4 below.) The level of subscription to be paid by members shall be determined by the NMC. The increase in any year will be determined by the inflation rate of the previous year, or cumulatively for the years since the last increase was effected. Increases shall be rounded up to the pound. Any increase in the subscription amount which exceeds these conditions shall require the passing of a motion specifying the increase at a General Meeting.

5.2 Any member (with the exception of those specified under clause 5.4) who has failed to pay their subscription by 1st January shall forfeit all rights of a member until such time as their subscription is paid.

5.3 Members of the NMC and Honorary Life Members shall be exempted from payment of the Association Subscription.

6. Membership Rights and Responsibilities

6.1 Only current members will be permitted to sail at Association Events and to participate in Association training sessions. (Proof of membership may be required.)

6.2 Only Full Members are permitted to speak or vote at Annual and Extraordinary General



Meetings, with the exception of those circumstances provided for under clause 22.

- 6.3 Members of the Association are required to conduct themselves in a sportsmanlike and honourable manner at all times and to comply with the Constitution of the Association, the rules of the International 420 Class Association, the Racing Rules of Sailing and any rules or standards applying to an event or venue at which the member is present.
- 6.4 In all cases where a member gives the Association their email address, unless otherwise explicitly stated, email will be assumed to be an adequate method of contact (including for purposes of notification). The NMC shall not be held responsible for failure to notify resulting from technical or postal error.
- 6.5 All members must ensure that their 420 dinghies conform to the current International 420 Class Measurement Rules.

7. Suspension of membership

- 7.1 The NMC may suspend or cancel any membership if, in the view of the NMC, the member breaches the Constitution of the Association, the rules of the International 420 Class Association, the Racing Rules of Sailing, or any rules or standards applying to an event or venue at which the member is present, or in the event that a member acts in such a way as to, in the view of the NMC, bring the Association into disrepute. Appeal against such suspension may be made to the NMC as specified under clause 8.
- 7.2 In the event that an Association event takes place whilst a suspension is pending appeal, the suspended member may compete, subject to the qualification that, if their appeal is unsuccessful, they will be deemed to have been disqualified from the event. All prizes, titles and rights to selection obtained during the period pending their appeal would then be forfeit.
- 7.3 The NMC may revoke a suspension at any time.
- 7.4 In the event of a suspension, no refund of the membership fee shall be possible.

8. Appeals against suspension or cancellation of membership

- 8.1 If the suspended member wishes to appeal their suspension, they must notify the NMC in writing within 7 days of their suspension.
- 8.2 The NMC shall form an Appeal Committee and hold an appeal hearing in the presence of the suspended member as soon as possible (and no longer than 7 days) after the appeal.
- 8.3 All parties to the hearing shall be notified of the time and place of the hearing and they shall be allowed reasonable time to prepare for the hearing.
- 8.4 A member of the NMC who is an interested party shall not take any part in the hearing, but may appear as a witness. A party to the hearing who believes that a member of the NMC is an interested party shall object as soon as possible.



- 8.5** In the event that no member of the NMC is eligible to hear the appeal, a tribunal of three impartial individuals, agreeable to both the NMC and the suspended member, shall be convened.
- 8.6** The Appeal Committee shall be chaired by the President (or their designated representative as under clause 10.5). All remarks shall be addressed through the Chair.
- 8.7** A suspended member may choose two 'Representatives' to attend in their support and, if the member wishes, to speak on their behalf. In the event that the suspended member is under eighteen years of age, at least one of the Representatives must be a parent or guardian. With the exception of the parent or guardian, the suspended member has the right to dismiss their Representatives at any time.
- 8.8** The parties to the hearing have the right to be present throughout the hearing of all the evidence. Any witness, other than one of the parties, shall be excluded except when giving evidence. All parties are permitted to ask questions of the witnesses.
- 8.9** The Appeal Committee shall take the evidence of the parties to the hearing and of their witnesses and other evidence it considers necessary. A member of the Appeal Committee may give evidence. A party to the hearing may question any person who gives evidence. The Appeal Committee shall then find the facts and base its decision on them. The Appeal Committee has an obligation to hear any individual whose evidence they feel may contribute substantively to the outcome of the appeal. In the event a witness is unable to attend in person, they may submit a written statement to be read out by the Chair.
- 8.10** Once all the evidence has been heard, the suspended member and their Representatives must withdraw and the Appeal Committee shall make its decision.
- 8.11** After the making its decision, the Appeal Committee shall promptly inform the parties of the facts found, the decision, and the reasons for it.
- 8.12** In the event that a member's appeal against their suspension is dismissed, the member shall retain the right of appeal to the national authority, whose decision shall be final.

9. Resignation

- 9.1** Any member may resign their membership at any time by notifying the NMC in writing of their decision.
- 9.2** In the event of a resignation, a refund of the subscription will not normally be possible.

NATIONAL MANAGEMENT COMMITTEE AND OFFICERS

10. Members of the NMC

- 10.1** There shall be a National Management Committee (NMC) consisting of the following as a minimum:



- (a) The President (who may be referred to as the Chair)
- (b) The Treasurer
- (c) The Secretary (Sailing)
- (d) The Sailors' Representatives
- (e) The Safety Officer
- (f) The Technical Representative
- (g) The Training Officer
- (h) The International Sailing Secretary
- (i) The Marketing Officer
- (j) The Welfare Officer

- 10.2** The President, the Treasurer and the Secretary (Sailing) shall be the Officers of the Association.
- 10.3** The NMC shall appoint for every meeting (both General and NMC) a suitable person to be Minuting Secretary. The Minuting Secretary may or may not be a member of the NMC.
- 10.4** Members of the NMC shall be subject to Standing Orders, as voted under clause 13.3 from time to time.
- 10.5** Members of the NMC may, by mutual consent and with the consent of the NMC, delegate specified responsibilities to each other for a specified time, subject to such restrictions, if any, as Standing Orders may prescribe.
- 10.6** Any member of the NMC may resign at any time by informing the President, in writing, of their decision. In the event that the President wishes to resign, they shall inform the Treasurer and the Secretary (Sailing) in writing.
- 10.7** A member of the NMC shall be removed from office only when a vote of No Confidence in him is passed by a two-thirds vote in a properly convened General Meeting.

11. NMC Meetings

- 11.1** The NMC shall be chaired by the President. In the event that the President is unable to attend a meeting of the NMC, the President shall cede the Chair to another member of the NMC as specified under clause 10.5.
- 11.2** Any member of the NMC who is an interested party may not vote on the relevant motion. If the Chair is an interested party, he must cede the Chair to another member of the NMC as specified under clause 10.5.
- 11.3** Motions shall be binding on the NMC only if there is a quorum of five NMC members present, at least one of whom shall be an Officer.
- 11.4** Motions in the NMC require a simple majority to pass, except for those for which this constitution requires a two-thirds majority (see clause 13.3).
- 11.5** If a motion requires a simple majority to pass, it shall pass if the number of votes for it exceeds the numbers of votes against. Abstentions shall be recorded but shall not affect the result of the vote. If a motion requires a two-thirds majority to pass, it shall pass if the number of votes for it is at least two-thirds of the number of members present



and entitled to vote. Motions not passing by the required majority shall fall. The chair must ensure that all present at the meeting understand the voting and resolution procedure prior to the vote commencing, particularly in the case of motions that are not resolved by a simple majority.

- 11.6 Unless they have declared a vested interest and therefore ceded the Chair, the President shall exercise a casting vote in the event of a tie in an NMC vote. If necessary, the motion shall be delayed in order to obtain the casting vote of the President (which may, with the consent of the NMC, be given by proxy, phone, email or post.)
- 11.7 In the event that all members of the NMC consent, a vote may be taken on an NMC motion without convening a meeting. In such a case, the Chair shall receive votes of NMC members via post, email or telephone. Unless explicitly stated the consent of an NMC member to such a process shall not be taken as consent for future voting in this manner.
- 11.8 Any decision taken by the NMC may be overturned by a two-thirds vote of the membership (as laid down in clause 25.4) at a properly convened General Meeting.

12. Mandates

- 12.1 When the Association has expressed its policy by accepting any motion, it shall be mandatory for all NMC members to give full expression to this policy at any meeting which they attend ex officio.
- 12.2 If it is clear that the failure of a motion is an explicit expression of Association policy then it shall be mandatory for all NMC members to give full expression to this policy at any meeting which they attend ex officio.
- 12.3 The Association (via the members and NMC) can mandate any NMC member to vote in accordance with its wishes and to give full expression Association policy at any meeting which they attend ex officio.
- 12.4 NMC members are mandatable to represent the Association's interests within the scope of their job descriptions as they appear in Standing Orders.
- 12.5 All costs reasonably incurred by NMC members when fulfilling a mandate will be met by the Association, within the constraints of the budget

13, AMENDMENTS TO THE CONSTITUTION AND STANDING ORDERS

- 13.1 The Constitution may be amended subject to the passing of a motion with a two thirds majority at a General Meeting (according to the terms specified under clause 25.4.)
- 13.2 Notification of proposed changes to the constitution must be made at least 28 days prior to the General Meeting at which the relevant motion will be proposed.
- 13.3 Standing Orders may be established or amended subject to the passing of a motion with a two-thirds majority at an NMC meeting (as laid down in clause 11.5).



FINANCES

- 14.1 The Officers of the Association shall be the co-signatories to the Association's bank accounts.
- 14.2 Any single expenditure in excess of £10,000 shall require the prior approval of the NMC.
- 14.3 Any single expenditure in excess of £5,000 shall require the prior approval of two of the Officers.
- 14.4 Any single expenditure in excess of £1,000 shall require the prior approval of any two members of the NMC.
- 14.5 The Treasurer is authorised to make payments using internet banking provided that any required prior approvals have been received and that such approval is evidenced, as a minimum, by email.
- 14.6 The accounts of the Association shall be examined annually, without carrying out an audit, by a suitably qualified individual or firm appointed by the NMC to ensure that the accounts are in accordance with the records as maintained.
- 14.7 The accounts of the Association shall be audited annually by a suitable individual or firm appointed by the NMC if the NMC requires an audit to be performed.
- 14.8 The Treasurer shall present at the AGM an Income and Expenditure statement for the preceding year ending ended 31st December, together with a Balance Sheet as at the preceding 31st December and an Accountant's Report.
- 14.9 The Financial Year will be 1st January to 31st December.

GENERAL MEETINGS

15. Timetable of meetings

- 15.1 The Association shall hold an Annual General Meeting (AGM) in every calendar year at such time and place as may be determined by the NMC and shall specify the meeting as such in the notices calling it.
- 15.2 The President shall advertise the meeting at least 28 days in advance and shall receive motions to be discussed until 12.00 midnight eight clear days prior to the meeting.
- 15.3 Members will be notified of the agenda for each meeting by 12.00 midnight seven clear days prior to the meeting.

Extraordinary General Meetings

- 15.4 The President shall have discretionary power to convene an Extraordinary General Meeting (EGM) at any time. The President must convene an EGM if requested by any member of the Association, provided that this member shall produce the signatures of 20% of the membership including his own in support of the calling of such a meeting.



- 15.5** or notification and conduct of EGMs shall be the same as for the AGM except that there shall be no minutes read from the previous meeting, nor any presentation of accounts or NMC Reports.

16. Order of meetings

- 16.1** Meetings shall take the following order:
- (a) apologies;
 - (b) the reading of the minutes, followed by
 - (c) objections to the minutes; when any and all objections have been settled in accordance with 17.2,
 - (d) the signing of the minutes by the Chair;
 - (e) NMC reports of and questions to the NMC;
 - (f) the announcement of elected members of the NMC and Sailors' Sub-Committee;
 - (g) the motions, Priority and then Simple. In Annual General Meetings, the election of the NMC shall, where necessary, follow the reports and questions to the NMC.
- 16.2** The Chair shall either uphold or reject any objection to the minutes; his decision may be overturned by a two-thirds majority against his ruling, following a procedural motion challenging that ruling.
- 16.3** The Chair may alter the order of the meeting at his discretion; his decision may be overturned by a two-thirds majority against his ruling, following a procedural motion challenging that ruling.

17. Motions

- 17.1** Motions shall be divided into two separate categories, Priority and Simple. Priority motions shall be taken first; they shall include any motion to amend the Constitution, any motion concerning matters coming within the Standing Orders of NMC member, any motion relating to the expenditure of Association funds, and any motion which the NMC decides should have priority status.
- 17.2** Any Full Member may propose a motion, provided that he has another Full Member as a seconder, and that the motion meets the conditions outlined in clause 15.2 above.
- 17.3** Any motion falls in the absence of its proposer and seconder, unless they nominate a deputy and notify the Chair in writing prior to the start of the meeting.
- 17.4** A motion may be withdrawn by the proposer (or seconder in the proposer's absence) provided debate has not commenced. Once debate has commenced a motion can only be withdrawn in accordance with a procedural motion as defined in clause 20 below.
- 17.5** The Chair shall ask directly after the reading of each motion whether any member present wishes to oppose the motion or ask any questions of the proposer. If no member so wishes, then the motion shall be automatically passed without debate.



18. Points of Information and Order

- 18.1** If a motion has not passed without debate as provided for in 18.5 there shall be a period of short factual questions to the proposer by other members of the Association present. When there are no further questions for the proposer, the chair shall ask whether any member wishes to oppose the motion. If no member so wishes, then the motion shall be automatically passed without debate
- 18.2** If a motion has not passed without debate as provided for in 18.5 and 19.1, debate on the motion shall commence. The proposer of the motion shall give a short speech in proposition of the motion. The motion will then be open to debate as specified in clause 21.
- 18.3** Points of Order have precedence over all other business, but they may not be raised during a vote, unless relating to the conduct of that vote.
- 18.4** Points of Order shall have priority in the following order: a request for a quorum count, a request for a ruling from the Chair, e. g. on controversiality or on a Guest Speaker, a request for a recount, other Points of Order.

19. Procedural Motions

- 19.1** Procedural motions have precedence over all other business except Points of Order, but may not be raised during a speech or vote.
- 19.2** There shall be the following procedural motions, which are listed in order of priority:
- (a) that the status of a motion be changed, and thus it should be taken next (this may only be raised between motions).
 - (b) that the Chair's ruling, e. g. on controversiality, be overturned.
 - (c) that a motion be not put.
 - (d) that a motion be now put, i.e. that the meeting now come to a vote.
 - (e) that a motion be taken in parts, to be specified by the proposer of the procedural motion.
- 19.3** Every procedural motion must have a proposer and seconder; debate shall be confined to one speech for the procedural motion, and one speech against.
- 19.4** The overturning of a Chair's ruling requires a two-thirds majority (except as in 24.3 below). The outcome of other procedural motions shall be decided by a simple majority.

20. Debate

- 20.1** Any Full Member is entitled to speak on a motion, provided that:



- (a) the vote on the motion is not already in progress or been taken.
- (b) a procedural motion that the motion be not put, or that the meeting come to a vote, has not been passed.
- (c) if an amendment is before the Association, remarks are confined to this amendment.
- (d) he is called by the Chair to speak.

20.2 Members shall refrain from obstructing the constitutional proceedings of the Association and must not use force or intimidation to prevent another Association member from voting or expressing a point of view. In the event that a Member fails to observe these conditions, he will be asked to leave the meeting.

21. Guest Speakers

- 21.1** Any Full Member, provided that he has a seconder, may propose that a member of another category or a non-member may be a Guest Speaker in a meeting.
- 21.2** The Guest's right to speak shall be put to a simple majority vote.

22. Amendments

- 22.1** Any Full Member may propose an amendment to a motion, provided that he has a seconder.
- 22.2** If the proposer of the substantive motion accepts an amendment, that amendment automatically becomes part of the original proposer's motion.
- 22.3** If the proposer of the substantive motion does not accept an amendment, then a debate confined to the amendment ensues; if the amendment is subsequently passed, then the proposer of the amendment is now deemed proposer of the substantive motion.
- 22.4** There can be no amendment to an amendment which is still being debated.

23. Controversiality

- 23.1** An amendment shall not be discussed or voted upon, if the Chair declares it to be controversial.
- 23.2** The Chair may at his discretion declare an amendment to be controversial if, in his opinion, it cannot reasonably be expected to have arisen in a debate/discussion on the topic area with which the original motion was concerned.
- 23.3** The Chair must declare an amendment controversial if, on his refusal to declare it controversial, one third or more of those present and eligible to vote oppose its discussion.



- 23.4 The Chair must declare an amendment admissible if, on his ruling it is controversial, two thirds or more of those voting approve its discussion.

24. Resolution of motions

- 24.1 Motions shall be binding on the Association if and only if there is a quorum of 15% of the members present or voting via post, email or proxy. The meeting shall be presumed quorate unless a Full Member present at the meeting requests a quorum count.
- 24.2 If all members wishing to speak on a motion have done so, or if a procedural motion to come to a vote has been passed, the Chair shall call the meeting to a vote. Full Members present raise their hands to vote for the motion, vote against, and abstain, in turn. The Chair shall be responsible for the counting of the votes. The Chair may delegate any individual to assist with the counting.
- 24.3 Members may vote in person, as specified in clause 25.2, by proxy, by post or by email. If a member wishes to appoint a proxy then they must notify the Chair in writing prior to the start of the relevant meeting. Any member may act as a proxy. Postal or email votes must be received by the start of the relevant meeting.
- 24.4 If a motion requires a simple majority to pass, it shall pass if the number of votes for it exceeds the numbers of votes against. Abstentions shall be recorded but shall not affect the result of the vote. If a motion requires a two-thirds majority to pass, it shall pass if the number of votes for it is at least two-thirds of the number of members present (or voting by proxy, post or email) and entitled to vote. Motions not passing by the required majority shall fall. The Chair must ensure that all present at the meeting understand the voting and resolution procedure prior to the vote commencing, particularly in the case of motions that are not resolved by a simple majority
- 24.5 Motions require a simple majority to pass, except for those for which this constitution requires a two-thirds majority.
- 24.6 Any member may raise a Point of Order, requesting a recount, provided that he has the support of ten other members.
- 24.7 Any Full Member present, provided he has a seconder, may propose a secret ballot as a method of resolution of motions which he deems controversial. If a third of those members present support this judgement then a secret ballot shall be used.

25. The Chair, Secretary Sailing and Minuting Secretary

- 25.1 All remarks at a General Meeting must be addressed through the Chair, and the authority of the Chair must be respected.
- 25.2 Any member, provided he has a seconder, may make a Point of Order, challenging the Chair's neutrality. If the Chair deems himself biased, he is replaced by another NMC member. If the Chair rules himself neutral, he cedes the Chair to another NMC member, and the challenger speaks against his neutrality, and the original Chair speaks for it. The new Chair then calls the meeting to a vote: if less than two thirds of those voting support the challenger, the challenged resumes the Chair; if two thirds or more support



the challenger, the new Chair remains for the remainder of the motion under discussion.

- 25.3** The President shall chair all meetings (subject to clause 26.2). In the event that the President is unable to attend a General Meeting, the President shall cede the Chair to another member of the NMC as specified under clause 10.5.
- 25.4** The Minuting Secretary, appointed as specified under clause 10.3, shall keep the minutes and assist the Chair.
- 25.5** The Chair shall have a casting vote in the event of a tied vote on a procedural motion or Point of Order (except on a vote challenging the impartiality of the Chair as provided for under clause 22.3 when the Sailors' Representative shall have a casting vote.)
- 25.6** The Sailors' Representatives shall have a casting vote in the event of a tied vote on any motion (except procedural motions and Points of Order, as provided for under clause 26.5 above.)

26. Re-opening debate

- 26.1** No decision of the Association determined by vote on a motion at a General Meeting shall be reopened for discussion until two months have elapsed since the meeting at which it was taken, unless a petition to reopen discussion is presented to the President bearing the signatures of 20% of the membership, no sooner than one week after the original decision has been taken. This process shall be allowed only once in a year on any particular issue

ELECTORAL REGULATIONS

27. General

- 27.1** Ordinary elections for all NMC members shall take place at the AGM.
- 27.2** The term of office of all NMC members shall be one year.
- 27.3** Members of the NMC may serve for no more than 6 consecutive terms.
- 27.4** Those persons elected or co-opted to the NMC at a time different from that stated in 28.1 must resign at the time that those whom they replaced would have ended their term of office.
- 27.5** Any NMC member may stand for re-election at the end of his/her term of office (subject to 28.3).
- 27.6** The Association President may organise an EGM for the purposes of holding byelection at any time at his discretion in the event of an NMC post not being occupied.
- 27.7** In the event of any of the posts on the NMC standing vacant the NMC may co-opt someone to fill the post. Any elected member of the NMC may, with the consent of the NMC, assume a vacant post.



- 27.8** If at the time nominations to the NMC close, no nominations have been received for any of the posts, the outgoing NMC shall have the power to re-open nominations for the purposes of holding a by-election at a time to be determined by the outgoing NMC. In the event that any of the posts are contested, the byelection shall be conducted by a vote of all the members of the outgoing NMC.

28. Returning Officer

- 28.1** The NMC shall appoint a Returning Officer.
- 28.2** The Returning Officer may vote in any election, but must otherwise maintain strict neutrality in all matters pertaining to the election or referendum.

29. Nominations

- 29.1** The Returning Officer shall advertise for nominations for elections at least seven clear days before the election takes place. Notification of elections in a General Meeting agenda shall be deemed an adequate advertisement for nominations.
- 29.2** Nominations for NMC elections shall close at the specified time of the opening of the AGM.

30. Eligibility

- 30.1** Only members of the Association who have sailed in an Association event may stand for the post of Sailors' Representative.
- 30.2** Except as provided for in clauses 28.3 and 31.1 any individual may stand for any post provided that he is proposed and seconded by Association members.
- 30.3** No individual may at any time hold more than one of the posts on the NMC (apart from those circumstances outlined in clauses 10.5 and 28.7).

31. Electioneering

- 31.1** Candidates shall be permitted to produce publicity material.
- 31.2** Candidates may not mention other candidates or include deliberate falsehoods in their publicity material.
- 31.3** Candidates or their supporters may not remove, deface, or obscure other candidates' publicity materials. Illegal publicity materials should instead be reported to the Returning Officer, who shall have the right to remove them.
- 31.4** Bribery or intimidation of voters, candidates or the Returning Officer shall be considered an electoral offence.
- 31.5** Electoral offences will be resolved by the Returning Officer; removal of candidacy shall



be subject to the NMC's approval.

32. Conduct of elections

- 32.1** Except in the case of a by-election, elections shall be held at the AGM following the reports of and questions to the NMC. If a post is uncontested, then the candidate shall be automatically elected.
- 32.2** For the period of the election, the Returning Officer shall Chair the meeting.
- 32.3** In the event that a post is contested, the election of posts shall take place in the following order:
- (a) The President (who may be referred to as the Chairman)
 - (b) The Treasurer
 - (c) The Secretary (Sailing)
 - (d) The Sailors' Representatives
 - (e) The Safety Officer
 - (f) The Technical Representative
 - (g) The Training Officer
 - (h) The International Sailing Secretary
 - (i) The Marketing Officer
 - (j) The Welfare Officer
- 32.4** For each post, in the order specified in clause 33.3, the election shall take the following order:
- (a) Each candidate may, if they wish, make a short statement (of no more than 2 minutes) in support of their candidacy. In the event that a candidate is unable to attend, they may send a written statement, to be read out by the Returning Officer.
 - (b) Full Members shall be able to ask questions of the candidates. All questions must be addressed to all candidates through the Returning Officer, and each candidate must be given an equal opportunity to speak on every question. The chair shall have the right to rule out of order any question he deems to be irrelevant, offensive or implicitly aimed at a particular candidate, unless this ruling is overturned by a two-thirds majority of those members present. It is the responsibility of the Returning Officer that each candidate as far as possible is heard in silence. The hustings must be conducted in a fair and orderly fashion.
 - (c) When all questions have been heard, the Returning Officer shall then conduct the vote with the assistance of the Minuting Secretary.
- 32.5** Voting and the conduct of the election portion of the meeting shall take place according to the ordinary rules of a General Meeting, except that members shall be asked to vote for specific candidates, instead of for and against. Abstentions shall be recorded, but shall not affect the result of the vote.
- 32.6** Members may vote in person, by proxy, by post or by email. If a member wishes to appoint a proxy then they must notify the Returning Officer in writing prior to the start of the election. Any member may act as a proxy. Postal or email votes must be received by the start of the General Meeting.



33. Results

- 33.1** At the conclusion of the meeting, the Returning Officer shall advertise the results and shall communicate the result to all members as soon after the meeting as is possible.
- 33.2** Candidates shall be deemed elected to their posts at the time when the meeting is drawn to a close. (The current NMC therefore retain their offices for the remainder of the General Meeting.)

SELECTION FOR BRITISH INTERNATIONAL 420 CLASS ASSOCIATION TEAMS

34. Eligibility

- 34.1** In order to be eligible for selection to an Association team, sailors must be current Full Members of the Association and be eligible to hold a British Passport.
- 34.2** Members who are deemed by the NMC to have breached the rules or Constitution of the Association or the International 420 Class Association may not be considered for selection.
- 34.3** Selected members must agree to any conditions relating to Team Membership specified by the National Management Committee.

35. Process of Selection

- 35.1** Selection will be made by results from designated Regattas and Open Meetings, also forming part of the National Ranking list if applicable, which will be published in due time. This must be at least 4 weeks before the designated Regatta or Open Meeting. Selection is subject to clauses 5 and 6.
- 35.2** The selection of members of Association teams will be made by an Independent Selection Committee (ISC), appointed by the NMC (according to clause 37).
- 35.3** When the ISC have made their selections, they shall notify the NMC in writing of their selections.
- 35.4** The Class Secretary shall notify the selected members in writing of their selection. **36.5** The selected members shall have seven clear days to accept or reject the place. In order officially to accept the place, the selected member must notify the President of their decision in writing and provide payment of the deposit specified in their offer. In the event that a selected member fails to contact the Class Secretary within this period or to pay their deposit, they may be deemed to have declined the place.
- 35.5** Acceptance of a place in an Association team shall be taken as agreement to meet any expenses involved in being a member of that team.

36. Independent Selection Committee



- 36.1** The NMC shall appoint an Independent Selection Committee of not less than 3 and not more than 5 individuals.
- 36.2** Members of the NMC may be members of the ISC. However, no member of the NMC deemed to be an interested party will be able to take part in selection discussions.
- 36.3** No member of the ISC shall be an interested party. A member who believes that a member of the ISC is an interested party shall object as soon as possible.
- 36.4** The ISC shall be bound to employ the rules for selection laid down in the current Selection Notice.

WINDING UP

- 38.1** If upon winding up the Association there remains, after the satisfaction of the Association's debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association but shall be transferred by way of gift to the Royal National Lifeboat Institution.

Amended: January 2021