

INTERNATIONAL ONE METRE
NATIONAL CLASS ASSOCIATION

IOM NCA REGULATIONS
FOR MALAYSIA

Version 1.0 dated January 16, 2016

1. ABBREVIATIONS

MAS	Malaysia
MYR	Malaysian Ringgit Currency of Malaysia
ICA	International Class Association
IOM	International One Metre
ISAF	International Sailing Federation
MNA	Member National Authority of the ISAF
NCA	National Class Association

2. DEFINITIONS

	Where the following words and phrases are used in their defined sense in this Constitution, they appear in an italic typeface.
<i>Boat</i>	A boat that may comply with the <i>IOM class rules</i> .
<i>Registered Boat</i>	A <i>Boat</i> issued with a hull number by the Certification Authority for Malaysia.
<i>Certificated Boat</i>	A <i>Registered Boat</i> with a current, valid certificate.
IOM	Where this refers to an actual boat, a <i>Certificated Boat</i> maintained in accordance with the <i>IOM Class Rules</i> .
<i>IOM Class Rules</i>	Rules of the IOM class, an IOM ICA International class of racing yacht recognised by the ISAF, presented and maintained according to the ISAF format and standard for class rules.
<i>Owner</i>	A person who owns at least one <i>Registered Boat</i> in Malaysia.
<i>Registered Owner</i>	An <i>Owner</i> who is listed as being current and in good standing with the IOM NCA for Malaysia.
<i>Certificated Owner</i>	A <i>Registered Owner</i> who owns at least one <i>Certificated Boat</i> .

<i>Officer</i>	One of the IOM NCA for Malaysia <i>Management Committee</i> . The definition excludes any member of an IOM NCA for Malaysia Sub-committee being defined as an <i>Officer</i> .
<i>Management Committee</i>	The governing body of the IOM NCA for Malaysia.
<i>World Council</i>	The governing body of the IOM ICA.
<i>Electronic communication</i>	A means of exchanging information including but not limited to the World Wide Web, the Internet, e-mail, fax, telephone, Message Boards.
<i>Regulation</i>	Any rule, ruling, law, byelaw, regulation, directive, guideline, term, condition, instruction, or policy enacted by the <i>Management Committee</i> .
shall/may	In these Regulations, the word “shall” specifies a mandatory action or procedure, while the word “may” is permissive.

3. WORLD COUNCIL REPRESENTATIVE

- 3.1. The IOM NCA for Malaysia shall appoint a Representative who shall be the only official channel of communication with the *World Council*.
- 3.2. The IOM NCA for Malaysia Representative on the *World Council* shall be an *Officer*.

4. GENERAL AND SPECIAL MEETINGS

- 4.1. General and Special Meetings of the IOM NCA for Malaysia shall be held
 - 4.1.1. Either in such physical place and time as the IOM NCA for Malaysia *Management Committee* may consider most convenient to the majority of its *Registered Owners*,
 - 4.1.2. Or by *electronic communication*.
- 4.2. General and Special Meetings shall be publicly announced.
- 4.3. The business of General and Special Meetings shall be to receive and decide on resolutions. In addition, the annual General Meeting shall receive and approve the Annual Accounts.
- 4.4. Any resolution to a General or Special Meeting shall be submitted by a *Registered Owner*.
- 4.5. A Special Meeting shall be called by the Class Secretary if:
 - 4.5.1. The IOM NCA *Management Committee* so resolves, or
 - 4.5.2. Not less than 10% of the *Registered Owners* so request in writing to the Class Secretary, such request also specifying any resolution(s) which are to be proposed at the Special Meeting.
- 4.6. Resolutions for a General Meeting shall be specified to the Class Secretary in writing at least 10 weeks before the meeting at which they are to be proposed.

- 4.7. At least 8 weeks notice in writing 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.
- 4.8. Not less than 6 weeks notice in writing shall be given of any Special Meeting by the Class Secretary, together with the agenda for the meeting and of any resolutions which are to be proposed at the meeting.
- 4.9. The chairman at General and Special 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.
- 4.10. At any General or Special 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.
- 4.11. In the event of a tied vote the chairman of the meeting shall have a casting vote in addition to his/her normal vote.
- 4.12. Special resolutions shall be put to *Certificated Owner* ballot.
- 4.13. Ordinary resolutions shall be put to *Registered Owner* ballot.
- 4.14. All *Registered Owners* shall be entitled to attend General or Special Meetings.

5. IOM NCA OFFICERS

- 5.1. Officers shall be elected at an annual General Meeting of which due notice has been given.
- 5.2. *Officers* shall be nominated for their positions by *Registered Owners*.
- 5.3. Nominations for the *Officers* standing for election shall be received in writing by the Class Secretary ten weeks before the meeting at which the election is to take place.
- 5.4. All *Officers* shall be elected for a term of one year.
- 5.5. All *Officers* shall retire at the expiry of their term of office.
- 5.6. Any retiring *Officer* shall be eligible for re-election provided that he/she has not served more than 6 consecutive years in that office. An *Officer* standing for re-election shall not vote for himself.
- 5.7. A person who is a member of, employed by, or in any way has an interest in a commercial undertaking involved with the IOM Class may be elected as an *Officer*, provided such interest is declared in writing to the IOM NCA for Malaysia *Management Committee* prior to election.
- 5.8. An *Officer* who becomes a member of, becomes employed by, or in any way obtains an interest in a commercial undertaking involved with the IOM Class shall immediately declare such interest in writing to the IOM NCA for Malaysia *Management Committee*.
- 5.9. An *Officer* and any member of a NCA Sub-committee shall confirm their ability to participate in *Management Committee* or Sub-committee meetings conducted by *electronic communications*.

6. THE MANAGEMENT COMMITTEE

- 6.1. The *Management Committee* may co-opt any *Registered Owner* 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.
- 6.2. 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.
- 6.3. The Class Secretary shall give at least 3 weeks notice of meetings of the *Management Committee*, unless 75% of the *Management Committee* give their prior consent to a reduced notice period.
- 6.4. A quorum for a meeting of the *Management Committee* shall be at least 60% of the *Management Committee*.
- 6.5. 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.
- 6.6. 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.
- 6.7. The *Management Committee* is authorised to hold meetings by *electronic communication* only providing all participants can participate in all communications.

7. OFFICER ROLES AND RESPONSIBILITIES

[Associate each distinguishable NCA role here with one or other of the Officers listed in the Constitution. A larger NCA may wish to expand on these roles, while a smaller NCA may wish to delete some of them. Note that Certification Authority powers should be appropriately delegated from the MNA.]

- 7.1. Advising the IOM NCA for Malaysia *Management Committee* on any technical matters relevant to the Class is the role of the [Class Technical Officer]. This role may involve, but is not limited to:
 - 7.1.1. Assisting builders and suppliers with regard to the *IOM Class Rules*.
 - 7.1.2. Consulting with builders and suppliers on any development of the *Boat*, equipment, or *IOM Class Rules* deemed to be desirable as a result of sailing experience.
 - 7.1.3. Helping to ensure that the *Boats* used in IOM events comply with the *IOM Class Rules* by providing technical assistance as required to the organising authority.
 - 7.1.4. Recommending the licensing of builders and suppliers.
 - 7.1.5. Recommending any request for an interpretation of the *IOM Class Rules*.
 - 7.1.6. Considering and advising on any change in the *IOM Class Rules* proposed by the *Management Committee*.
 - 7.1.7. Proposing any suggestion for change in the *IOM Class Rules* to the *Management Committee*.

- 7.2. Acting as the IOM Certification Authority in Malaysia is the role of the [Class Registrar]. This role may involve but is not limited to:
 - 7.2.1. Ensuring that a measurement form has been correctly completed before issuing a measurement certificate.
 - 7.2.2. Maintaining a register of all completed measurement forms.
 - 7.2.3. Determining any schedule of fees payable for hull number registration and/or boat certification.
 - 7.2.4. Issuing hull numbers in accordance with the *IOM Class Rules*.
 - 7.2.5. Maintaining a register of issued hull numbers and *Registered Boats*.
 - 7.2.6. Maintaining a register of issued certificates and *Certificated Boats*.
- 7.3. Advising the IOM NCA for Malaysia *Management Committee* on any membership matters relevant to the Class is the role of the [Class Secretary]. This role may involve, but is not limited to:
 - 7.3.1. Maintaining a register of *Registered Owners*.
 - 7.3.2. Maintaining a register of *Certificated Owners*.
- 7.4. Advising the IOM NCA for Malaysia *Management Committee* on any IOM event and racing matters relevant to the Class is the role of the [Class Racing Officer]. This role may involve, but is not limited to:
 - 7.4.1. Planning the IOM event calendar in Malaysia.
 - 7.4.2. Facilitating the running of IOM events in appropriate locations and to proper standards and liaising with IOM event organisers.
 - 7.4.3. Determining any schedule of fees payable by entrants to IOM events.
- 7.5. Advising the IOM NCA for Malaysia *Management Committee* on any measurement matters relevant to the Class is the role of the [Class Measurer]. This role may involve, but is not limited to:
 - 7.5.1. Keeping all IOM class measurers in Malaysia informed of *IOM Class Rule* changes and interpretations.
 - 7.5.2. Maintaining a register of all IOM class measurers in Malaysia.
 - 7.5.3. Organising, facilitating, and/or liaising in the training of IOM class measurers in Malaysia.
 - 7.5.4. Helping to ensure that the *Boats* used in IOM events comply with the *IOM Class Rules* by providing measurement assistance as required to the organising authority.
 - 7.5.5. Determining any schedule of fees payable for IOM measurer services.
- 7.6. Advising the IOM NCA for Malaysia *Management Committee* on any financial matters relevant to the Class is the role of the [Class Treasurer]. This role may involve, but is not limited to:
 - 7.6.1. Proposing standing, annual, subscription, ad hoc, and other fees.
 - 7.6.2. Preparing a budget for expenditure.
 - 7.6.3. Reimbursing the reasonable expenses of any *Officer*.

- 7.6.4. Preparing the Annual Accounts of the preceding accounting year.
- 7.6.5. Forecasting the accounts for the current year.
- 7.6.6. Pre-clearing any non-budgeted item of expenditure in excess of MYR Malaysian Ringgit

8. FINANCES

- 8.1. The IOM NCA for Malaysia's subscription year shall run from 1 January to 31 December.
- 8.2. All standing and annual fees shall be proposed by the IOM NCA for Malaysia *Management Committee* and approved by a General or Special Meeting. Ad hoc fees shall be decided by the IOM NCA for Malaysia *Management Committee*.

9. EXPENSES

- 9.1. A budget for expenses shall be proposed by the IOM NCA for Malaysia *Management Committee* and approved by a General or Special Meeting, and expenses shall be reported under a separate heading in the Annual Accounts.
- 9.2. The reasonable (non-travel) expenses of the *Officers* and other sub-committee members of the IOM NCA for Malaysia in complying with their obligations and exercising their powers may be payable out of the funds of the IOM NCA for Malaysia on application to the IOM NCA for Malaysia *Management Committee*.
- 9.3. The intent of the IOM NCA for Malaysia 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 IOM NCA for Malaysia.
- 9.4. Any non-budgeted item of expenditure in excess of MYR Malaysian Ringgit shall require pre-clearance.

10. ACCOUNTS

- 10.1. The IOM NCA for Malaysia *Management Committee* shall cause Annual Accounts to be prepared for each year that truly and fairly show the IOM NCA for Malaysia's capital and its income and expenditure.
- 10.2. The fiscal period of the IOM NCA for Malaysia shall be 1 January to 31 December each year.
- 10.3. A single copy of the accounts for the latest complete fiscal period shall be sent by the Class Treasurer to the IOM ICA.

11. ANNOUNCEMENTS AND NOTICE

- 11.1. 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 IOM NCA for Malaysia Web site.
- 11.2. 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*.
- 11.3. 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:
 - 11.3.1. 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 first class or air post to the person or body concerned at the address given for such person or body in the records of the IOM NCA for Malaysia whether or not it shall in fact have been received by the person or body concerned within that time or at all;
 - 11.3.2. 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.
 - 11.3.3. 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.

12. AMENDMENTS

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