

International TOPCAT Class Association

Rules of Procedure

According to § 12, (7) of ITCA Club Rules

1. Legal Authority and Organization

ITCA shall have legal authority over all TOPCAT class activities world-wide. It rights, as mandated in these statutes, are organized in and shall be carried out through the following bodies:

- The "International Committee"
- The "Rules Committee"
- The "National TOPCAT Class Associations"
- The "National TOPCAT Fleets"

2. International Committee

The Association shall be managed and administered by the International Committee, which consists of

- The executive board
- The national TOPCAT class associations, represented by their respectively elected chairpersons
- And the national fleets, represented by their respectively elected fleet captains.

3. Executive Board

- The executive board shall consist of the president, four vice-presidents, a legal consultant, a treasurer, the chief measurer and a press officer. The International Committee will elect executive board members for a period of two years. Re-election is permissible.
- The executive board shall independently manage ITCA business and will represent these activities to third parties unless otherwise determined by the International Committee. The following responsibilities, in particular, do not require special decision-making procedures:
 - Current business administration
 - Concession and organization of international championship competitions
 - Determination of regatta focus or thematic
 - Budget administration and budget grants
 - Monetary grants for youth support and other youth work
 - Responsibility for the organization and content of ITCA Yearbooks
- The executive board shall meet at least once annually. The president shall call the meeting. Resolutions shall be adopted by the vote of a simple majority. In the event of tie votes, the president will make a final determination.

4. National TOPCAT Class Associations

- National TOPCAT class associations, within the meaning of these statutes, are class associations recognized by national sailing associations that consist of at least ten members, and have statutes and an executive board of at least two members (chairperson and treasurer).
- The objectives of the association must conform to those of the ITCA.

5. National TOPCAT Fleets

- For those countries in which national TOPCAT class associations have not yet been established, the option exists that a minimum of ten TOPCAT sailors may organize a fleet. The fleet captain, who is to be elected by the members, shall represent the fleet. The election of other fleet officers is also possible.
- Fleets should organize sailing and other social activities on a local level. Such activities must conform to ITCA objectives.
- Standing orders or statutes must be presented to the ITCA in writing. The executive board shall determine whether recognition as a national TOPCAT fleet is to be granted within the meaning of these statutes.

6. Fees

- The National Topcat Class Associations and Topcat fleets have to transfer 22,00 € each year to the ITCA by January 31st for every registered member (deadline January 1st). Additionally, the number of members occurred during the year will be determined at August 31st and the corresponding amount will be transferred to the ITCA by September 30th.
- The ITCA is entitled to exclude the sailors of these Topcat Class Associations or fleets that have not fully paid from the championships.
- A cost reimbursement for participation in the International Meeting is possible for a member representing a fleet, but not for a member representing a Topcat Class Association.

7. Decision-Making by the International Committee

- The International Committee shall meet at least once a year. The president will call the meeting. Invitations will follow through publication in the ITCA Yearbook or in writing to the representative of each organization.

- b) Should a chairperson of a national class association or of a national fleet be unable to attend, he is entitled to designate another member of his association to act on his behalf. This alternate can then act as substitute for him at the meeting and is also entitled to vote. Moreover, votes can be relinquished only to the president.
- c) The president will preside over all general membership meetings, and if indisposed, a vice-president will then represent him. If a president or vice-president is not available, meetings will be cancelled.
- d) A quorum exists at all membership meetings if enough members are present so that at least 50% of all votes are those of national class associations.
- e) Each National class association has one vote. National class associations with more than 100 paying members will receive one additional vote for every additional block of 100 members, with a maximum limit of 3 total votes. A single national class association may not account for more than 50 % of all existing votes. Resolutions are valid with a simple majority.
- f) The president has two votes. The first vice-president and every national fleet shall have one vote each.
- g) In order to bar members or to modify statutes, a majority of 75% of all votes is necessary. In order to change Association objectives or to dissolve the Association, a majority of 90% of all tendered votes is necessary.
- h) Generally, voting is to be carried out by a counting of hands. Voting must take place using written ballots if a third of all members demand such a procedure.
- i) Resolutions are to be recorded and must include the time and place of the meeting and all voting results.
- j) A TOPCAT GmbH representative and the designer are entitled to participate in all meetings of the International Committee.

8. Settling Disputes

- a) All disputes relative to interpreting championship rules and admission to races shall be presented to the Executive Board unless they pertain to the interpretation of class rules. Decisions of the Executive Board in such matters are binding and final.
- b) Disputes regarding interpretation of class rules shall be presented to the Rules Committee. Decisions of the Rules Committee in such matters are final and binding.