

## **A1: BY-LAWS** For the New England Intercollegiate Sailing Association

### **ARTICLE I: NAME**

The Association shall be known as the New England Intercollegiate Sailing Association.

### **ARTICLE II: PURPOSE**

The purpose of this Association shall be to encourage, to advance, and to improve sailboat racing and the sailing sport, in all its phases, among universities and colleges of the New England Conference of the Intercollegiate Sailing Association; and to promote and develop the high ideals of the sport of sailing among their student bodies.

### **ARTICLE III: MEMBERSHIP**

Voting Membership of NEISA shall be limited to universities and colleges where the sport of sailing is recognized by the authorities of the institution as a club or varsity sport. The Executive Committee is empowered to set up standards for admission to membership, which shall be divided into the following classifications:

1. **Regular Membership:** Regular member institutions are entitled to the full privileges, rights, and obligations embodied in the By-Laws of the New England Intercollegiate Sailing Association. They may participate in any regatta, vote new members into the association, and vote on business of the Conference.
2. **Provisional Regular Membership:** Provisional Members enjoy the same rights as Regular members except for serving on the NEISA Executive Committee and voting on membership or amendments to the By-Laws. This Regular Membership, in Provisional Status, shall be the normal second stage of membership and is designed to provide an interim or trial membership period during which a member demonstrates its ability to assume the obligations and responsibilities of full membership. When the Executive Committee deems a member has fulfilled these requirements, it is empowered, by a three-fourths vote, to raise the provisional status member to full regular membership. A member in provisional status may be dropped from membership or reduced to associate membership, for failure to fulfill its obligations, at any time by a unanimous vote of the Executive Committee.
3. **Associate Membership:** Associate members are the newest members of the association. These teams, which are typically in their formative stages, are permitted to participate in all regattas except Interconference Regattas, Conference Championships, and National Championships. They may not vote on business of the Conference, and individuals from associate members may not serve on the NEISA Executive Committee. Members shall be elected originally for a two-year period, during which interval they should prepare for Provisional and Regular Membership. Application for a change in status, through the regular membership procedure, may be made at any time; Associate Membership shall be renewable, upon application to the Executive Committee, for a term of membership to be determined by that body. Associate Members shall be assessed annual dues.

**Category Upgrades:** Members are encouraged to pursue upgrades in membership. Requests for upgrades must be made in writing to the Conference Commissioner prior to the Annual Meeting, and should include any plans/procedures the team has in place to ensure they will become a permanent fixture in NEISA.

#### **ARTICLE IV: MEMBERSHIP PROCEDURE AND ELECTION**

1. Any university or college desiring membership in NEISA shall first apply for Associate Membership status.
2. Applications for Associate Membership must be made in writing and be submitted to the Conference Commissioner by the team coach, advisor, or team captain.
3. A three-fourths vote of the Executive Committee shall be required for presentation of the new applicant school at the next Annual or General Meeting, at which time three-fourths of the Regular Members in attendance at such meeting, at which a quorum is present, shall be required for election.
4. Provisional Membership Procedure: Universities and colleges holding Associate Membership wishing to upgrade their standing to Provisional Status must submit a request in writing to the Conference Commissioner prior to an Annual or General Meeting of NEISA. A three-fourths majority of Regular Members in attendance at such meeting, at which a quorum is present, shall be required for approval.

#### **ARTICLE V: HONORARY MEMBERSHIP**

Honorary Membership may be conferred by three-fourths vote of the Regular Membership, upon the recommendation of the Executive Committee, on individuals whose service to NEISA over a period of years warrants this distinction. Honorary Members shall be entitled to all rights and privileges of Afterguard or Individual Membership, herein stated or subsequently enacted per the By-Laws of the Intercollegiate Sailing Association. With each election to Honorary Membership, there shall be a citation perpetuated in the records of the Association. Honorary Members shall pay no dues.

#### **ARTICLE VI: DUES**

The annual dues for the support and general expenses of this Association shall be determined by the Executive Committee.

#### **ARTICLE VII: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the undergraduate President and Vice President, and Secretary, the Conference Commissioner, the Graduate Treasurer, the Schedule Coordinator, the three Graduate Regional Representatives, the three Undergraduate Regional Representatives, two undergraduate representatives at large, the Director of Special Projects, the Director of Boats and Safety, and the Chair of the Competition Committee. These members of the executive committee, with the exception of the Chair of the Competition Committee, shall be elected at the annual meeting of the association.

The Executive Committee shall have charge over all general business of the Association; shall be empowered to act on all matter of policy; shall institute or appoint a Nominating Committee empowered to propose a slate of officers for the annual meeting; shall have the power to fill vacancies among the Executive Committee; and shall decide all questions not covered by these By-Laws.

#### **ARTICLE VIII: PRESIDENT**

The President of the Association shall be an undergraduate. He shall preside at all meetings, enforce the laws and regulations of the Association, and carry out the will of the Executive Committee.

#### **ARTICLE IX: VICE PRESIDENT**

The Vice-President of the Association shall be an undergraduate. He shall assist the President in the discharge of his duties and preside in his absence.

#### **ARTICLE X: UNDERGRADUATE SECRETARY**

The Undergraduate Secretary shall send out notices of all Association Executive Committee Conference Calls and Meetings via electronic mail. Executive Committee Conference Call notice shall go out one week prior to the call. Annual Meeting Notice shall go out one month prior to the Annual Meeting. The Undergraduate Secretary is responsible for compiling the minutes from every meeting and conference call, and submitting them to the Commissioner for review.

#### **ARTICLE XI: CONFERENCE COMMISSIONER**

The Graduate Commissioner shall administrate the policy of the Association, subject to ratification by the Executive Committee, shall have the charge of keeping the records of the association, sending out all notices, conducting its correspondence, issuing its publications, and he shall submit a report at the annual meeting. He may delegate the details of these duties to members of the Executive Committee or other appointive officers. The Graduate Commissioner shall receive reimbursement from the Association for his work and expenses, the same to be determined by the Executive Committee.

#### **ARTICLE XII: GRADUATE TREASURER**

The Graduate Treasurer of the Association shall collect the Association dues, handle all funds, pay all bills approved by the Executive Committee, submit an annual budget and a report of the finances of the Association. The Graduate Treasurer shall receive reimbursement from the Association for his work and expenses, the same to be determined by the Executive Committee.

#### **ARTICLE XIII: SCHEDULING COORDINATOR**

The Schedule Coordinator shall be appointed by the Executive Committee on an annual basis. It shall be his/her duties to create the yearly schedule of events from the events available to NEISA teams and to match NEISA teams with these events via procedures approved by the Executive Committee and detailed in the NEISA Rules and Regulations. Once the schedule has been approved at the Annual Meeting, the Schedule shall continually update it throughout the year, keeping it current to all withdrawals, no-shows, and openings. Requested changes in the published Schedule Bulletin must be approved by the Coordinator. All communication regarding berths for out-of-Conference interconference regattas must pass through the Scheduling Coordinator. The Scheduling Coordinator shall receive reimbursement from the Association for his work and expenses, the same to be determined by the Executive Committee. The Scheduling Coordinator shall represent NEISA on the ICSA Interconference Regatta Committee.

#### **ARTICLE XIV: REGIONAL REPRESENTATIVES**

The member institutions from each of the three geographic regions shall be represented each by one Graduate Regional Representative and one Undergraduate Regional Representative. The Graduate Regional Representatives shall be members of the faculty/staff of member institutions or have been previously associated with intercollegiate sailing. The undergraduate regional

representatives shall be undergraduates from Regular Member schools. The Regional Representatives are responsible for monitoring the health of the teams in their region, and providing guidance and support to those teams. In particular, this involves assisting and fostering new teams, helping to support and revive struggling teams, and recruitment of women's teams from all Provisional and Regular Member teams.

#### **ARTICLE XV: AT LARGE REPRESENTATIVES**

Two undergraduate representatives from Regular Member institutions shall be elected as at large representatives. One At Large Representative shall be designated the Assistant Scheduling Coordinator, to assist the Schedule Coordinator as needed. One At Large Representative shall be designated the NEISA Awards Administrative Assistant, to assist the NEISA Awards chair with the publicity releases on social media and in any other necessary administrative work.

#### **ARTICLE XVI: DIRECTOR OF BOATS AND SAFETY**

The Director of Boats and Safety shall ensure that appropriate safety protocols are followed by all regatta hosts, and shall give special concern to updating these safety protocols when necessary. He shall also ensure that the equipment in use at NEISA Competitions matches the parameters outlined by the ICSA and NEISA.

#### **ARTICLE XVII: DIRECTOR OF SPECIAL PROJECTS**

The Director of Special Projects shall pursue special projects as directed by the Executive Committee, the Conference Commissioner, or as the needs of the Association demand them.

#### **ARTICLE XVIII: COMMITTEES**

The Executive Committee, President, or Conference Commissioner shall be empowered to appoint committees to implement the activities of the Association. These shall include standing committees on such matters as membership, schedules and competitions, boats and safety precautions, NEISA Awards, and rules. Additional standing or special committees to cover other phases of the Association's activities shall be appointed as the need develops. The chair of such committees may sit with the Executive Committee upon invitation, and all committees should contain in their membership one member of the Executive Committee.

Standing Committees:

1. NEISA Awards Committee: This standing committee shall consist of five graduate representatives, with one of them nominated as chair by the committee. Each member shall have a five year term. The Chair shall have a two year term. The Chair and one other committee representative, as voted by the committee, shall represent NEISA on the ICSA All America Committee.
2. Performance Ranking Committee: This standing committee shall consist of five graduate representatives. Each member shall have a six year term. There is no term limit for the chair.
3. Competition Committee: This standing committee shall consist of eight graduate representatives. The chair shall represent NEISA, along with one other member appointed by the commissioner, on the ICSA Competition/Championship Committee.

#### **ARTICLE XIX: MEETINGS**

The Executive Committee shall have the power to set the date for the annual meeting and call all special general meetings. Attendance at all meetings is open to anyone interested in the affairs of New England College Sailing, except for the meeting of the Nominating Committee at

the time of the Annual Meeting, which is limited to Executive Committee Members-at-Large who are seniors, Officers, and Graduate Advisors.

#### SECTION 1: MEETINGS AND CONDUCTING BUSINESS OF THE ASSOCIATION

1. Annual Meeting

The Executive Committee shall have the power to set the date for the Annual Meeting of NEISA and call all special meetings. Any topic for discussion which can be properly acted on shall be submitted to the Commissioner prior to the meeting. The Commissioner shall compile these topics into an agenda and distribute the same to the members of the Executive Committee. The Executive Committee may add other items to the agenda.

2. Executive Committee Meetings

The Executive Committee shall meet via conference call; the number, date, and time of which will be determined when the Executive Committee holds its only in-person meeting in conjunction with the NEISA Annual Meeting.

3. Special Meetings

A special general meeting shall be called upon the written petition of five or more Regular or Associate Member colleges. Due notice of these meetings must be sent to all members by the Commissioner.

4. Decisive Action

At any meeting or conference call of NEISA where a decisive vote is to be taken by the Executive Committee, a quorum of a majority of said committee must be present or represented by written proxies. Passage of business or policy matters shall require a majority of the Executive Committee present, or voting by mail or electronic ballot. Each member of the committee, or his/her proxy, shall hold only one vote on the issue.

#### SECTION 2: DELEGATES

Each member school shall be represented at all general meeting of NEISA by two voting delegates: the first shall be a faculty/staff representative or proxy, and the second shall be an undergraduate or proxy. The number of non-voting delegates shall be unlimited. All delegates shall have the right to speak from the floor, but voting shall be limited to the authorized voting delegates. Further, only voting delegates shall hold the power to make a motion.

In the case of unavoidable absence of a faculty/staff or undergraduate representative, an alternate delegate may be permitted from that school. Upon presentation of this written proxy, the alternate shall be entitled to full voting priveleges. Undergraduate proxies shall be held by undergraduates and graduate proxies by graduates.

#### SECTION 3: QUORUM

A quorum of NEISA shall be deemed to be present at any regular or special meeting if two-thirds of the members entitled to voting rights are present. Written, signed proxies allow a school to be counted as present.

Fifty percent of the Executive Committee shall be deemed a quorum in order to take action on business or policy matters.

Seventy-five percent of the Regular Members shall be deemed a quorum to take action on the By-Laws. Should seventy-five percent not be present a ballot vote, sent either by electronic or postal method, shall be taken in which all Regular Member schools shall be polled within two weeks of the scheduled meeting. A majority of the members of any committee shall be deemed a quorum at the meeting of that committee.

Except at the Annual Meeting and the Scheduling Committee meeting held in conjunction therewith, any proposal the substance of which has not been duly circulated in the printed agenda requires approval by a three-fourths majority of those present and eligible to vote in order to become effective.

#### **SECTION 4: VOTING**

At all meetings at which a quorum is present, a majority of the voting delegates present shall constitute a decisive vote on all business or policy matters, except for the election of new members, which shall require an affirmative vote of three-fourths of the voting delegates present, and the acceptance of changes or amendments to these By-Laws, is in accordance with Article XXI.

No one school shall hold more than four votes at a general meeting of the Association, including proxy votes. At a combined meeting of the Executive Committee and General Membership, each member of the Executive Committee who is also a representative of his/her school may cast only one vote. Any Executive Committee member who is not representing any particular institution shall also be entitled to one vote.

Voting at the Scheduling Meeting and whenever matters of a scheduling nature are at issue is limited to one vote per college in attendance. Aside from the Scheduling Meeting, scheduling decisions require of quorum of 50% of regular member schools to hold a vote.

#### **ARTICLE XX: ELIGIBILITY**

No student shall represent his/her school in intercollegiate sailing competitions unless he/she is in good academic standing, as determined by the faculty of that institution. Student-athletes are expected to conform to any and all regulations promulgated by the NEISA Committee on Rules and Eligibility and the ICSA Committee on Rules and Eligibility.

#### **ARTICLE XXI: AMENDMENTS**

These By-Laws may be amended at the annual meeting of the Association or at any special meeting, called for that purpose, provided due notice of the proposed change has been given, if three-fourths of the Regular members of the Association, casting ballots by colleges, so vote.

#### **ARTICLE XXII: BINDING NATURE**

These By-Laws shall bind all Officers, Members, and Committees of NEISA. Any reference herein to the singular shall include the plural and vice versa. References of either gender includes both.