

**AMYA**

# **CLASS SECRETARY OPERATING GUIDELINES**

Last Updated: September 1, 2010

## **Paragraph 1**

The Class Secretary shall operate in accordance with AMYA Bylaws and use the CLASS SECRETARY OPERATING GUIDELINES (CSOG) as a guide for managing class activities. The CSOG shall not supersede the AMYA Bylaws.

### **Changes to the CSOG will be conducted as follows:**

- a. The CSOG may be changed or amended by a simple majority vote of the Class Secretaries.
- b. At least 80% of the Class Secretaries must cast votes on the change or amendment.
- c. Any Class Secretary in good standing may request a change or amendment by sending it to the AMYA Vice President (VP).
- d. The AMYA VP serves as the standing Chairman for such efforts and will promptly submit the request to the Class Secretaries.
- e. The AMYA VP will call for discussion and call for a vote.
- f. The AMYA VP will report the vote results of to the Class Secretaries.
- g. The VP shall send an approved change or amendment to the AMYA Board of Directors (BOD).
- h. The BOD will publish the change or amendment in the next issue of Model Yachting (MY).

## **Paragraph 2**

It is the intent of the CSOG to assist the Class Secretaries in their efforts to enhance the Class and to support their duties. The primary duties of the Class Secretary are two-fold:

**First:** To promote the class and the sport of model yachting/racing and help the class grow and function as a viable part of AMYA

**Second:** To manage the business and operations of the Class.

### **To Promote Class Growth and Viability the Class Secretary should:**

- a. Schedule annual National and Regional Championship Regattas and record the results in the next issue of MY. Every effort should be made to rotate the Nationals to different AMYA regions and the Regionals to different locations within each region.
- b. Provide conflict resolution concerning Class matters, and guidance on all aspects of Class operations.
- c. Provide information on Class operations, boat availability, boat and equipment costs, and general information on any sanctioned class boat within AMYA.
- d. Prepare and submit a quarterly report of class activities for publication in Model Yachting.

### **To Manage the Class Business and Operations the Class Secretary should:**

- a. Maintain a current set of Class Rules and Specifications
  1. The primary purpose of the Class Rules is to assure fair competition and to preserve the image of the Class.
  2. The Class Secretary will provide interpretation of all Class Rules until such time as the Rules are changed or clarified by a vote of the Class members or an official committee empowered with that task.
  3. The Class Secretary will be open to Class members who want to change the Rules.
  4. A vote by registered Class members is required to change any Class Rule or Specification.
- b. Maintain a ledger of all income and expenses incurred doing the business of the Class and the accounting of it shall be reasonably available for review by any class member and AMYA.

- c. Provide a source of information regarding Class members, equipment, parts and supplies peculiar to the class, including:
  1. Name, address, phone number, email address, and AMYA membership number of all members of the Class.
  2. Sail and hull numbers (if applicable) and date of registration
  3. Club affiliation
- d. Consider creating or arranging for the creation of a class newsletter.

### **Paragraph 3**

The Class Secretary is responsible for:

- a. Assigning sail numbers and hull numbers (if applicable) for all boats registered or transferred,
- b. Processing all yacht registrations and transfers including mailing registration cards and hull stickers,
- c. Managing and appointing Class measurers (if applicable),
- d. Processing measurement certificates (if applicable),
- e. Accomplishing other tasks called for by the Class Rules and Section 7 of the AMYA Bylaws,
- f. Accomplishing any other administrative tasks required for the daily operation of the class.

### **Paragraph 4 Yacht Registrations and Transfers**

- a. A one-time fee of \$7 shall be charged by all Class Secretaries for new registrations and transfers,
- b. The fee is intended to fund Class operational expenses.
- c. The fee can be changed by a 2/3 favorable vote by all Class Secretaries. The VP will present the change to the Executive Board for action.

### **Paragraph 5**

When an owner sends an AMYA application or renewal to the Membership Secretary, he may also include boat registrations or transfers. Registrations and transfers are normally submitted directly to the Class Secretary.

The Membership Secretary shall forward boat registration and transfer data to the Class Secretary for final processing.

A Class Secretary shall promptly process Membership Secretary requests for information.

If the Class Secretary determines that additional information is required or the registration is not valid, the Class Secretary should contact the owner directly. The Class Secretary and/or the Class Rules shall be the final authority relative to information required and the validity of any registration.

Once a registration is processed the Class Secretary shall supply the Membership Secretary with the pertinent registration data.

### **Paragraph 6**

The Class Secretary may use AMYA membership data maintained by the AMYA Membership Secretary. This data is proprietary to AMYA and shall be used only for the direct management of the class.

### **Paragraph 7**

Quarterly, or more frequently if requested by the Class Secretary, the Membership Secretary shall supply updated Class data to the Class Secretary from the AMYA master database. The data can be paper or electronic according to the Class Secretary's needs. The Class Secretary shall report to the Membership Secretary any discrepancies between AMYA and Class data. The Class Secretary's data shall prevail in the event of any discrepancies.

### **Paragraph 8**

Once per year the Class Secretary may ask the Membership Secretary for mailing labels to promote the National Championship Regatta. The Class Secretary can request the mailing data in electronic form. There will be no charge to the Class.

### **Paragraph 9**

Once a quarter any Class Secretary may invoice the AMYA Treasurer for boat registration fees collected by the Membership Secretary.

### **Paragraph 10**

A Class Secretary should maintain an archive of previously registered boats that are no longer active. The archive would include: 1) boats sold to non-AMYA members or, 2) owners who are no longer AMYA members. The archive is for tracking past activity of the class and for determining whether a particular sail number is eligible for re-issue.

The archive should contain:

- a. Name of former registrant
- b. Previous AMYA number if available
- c. Hull/sail number originally assigned when the owner, or previous owner, was an AMYA member

The Class Secretary may also keep data on boats owned by non-AMYA members not previously registered in the class. This information can be used to identify potential new members of the class or future AMYA members.

### **Paragraph 11**

A Class Secretary who decides to resign should promptly appoint a replacement and notify the AMYA President. If a replacement is not appointed within a reasonable period of time, the AMYA President will determine a replacement for approval by the Class owners and AMYA Board of Directors.