

**PERFORMANCE HANDICAP RACING FLEET
MID-ATLANTIC
(PHRF-MA)
BY-LAWS**

INTRODUCTION

Sailing organizations have long sought to develop and administer handicap rules that allow different kinds of boats to race against one another competitively and fairly. Since the 1970s, the Performance Handicap Racing Fleet (PHRF) rule has been one of the most successful such handicap systems. The current PHRF rule is the property of US Sailing and is administered at the national level by the US Sailing PHRF Committee. PHRF-MA administers the rule in New Jersey under the authority of US Sailing.

Article I – Name

A. The name of this organization shall be Performance Handicap Racing Fleet of the Middle Atlantic (PHRF-MA).

Article II - Objectives

A. It shall be the prime objective of this organization to promote the sport of handicap yacht racing for the exclusive enjoyment of its members.

B. It shall also be the objective of this organization to establish and maintain an equitable system of handicaps for yachts owned or chartered by members.

Article III - Membership

A. Membership is open to sailing organizations, boat owners, and non-boat owners. For non-organizational members, an application must be filed and the membership fee paid.

B. An honorary member may be named by unanimous vote of the Executive Committee. Such a member need not have prior membership, and shall pay no dues or initiation fees. The intention of honorary membership is to provide recognition for people who have provided noteworthy service in the interest of PHRF-MA.

C. Refusal to abide by these by-laws or neglect thereof, or any conduct unbecoming a member, may render the member liable to disciplinary action. Every member is likewise responsible for the actions of his or her crew. Disciplinary action may include expulsion or suspension of membership and/or the rights thereof, including revocation of the right to participate in events using PHRF-MA handicaps. A member may be suspended or expelled by a majority vote of the Executive Committee. The duration of the suspension and/or other sanctions shall be determined by the Executive Committee.

D. The Executive Committee can accept additional sailing organizations for membership, or remove existing member organizations from membership, at any time by majority vote of the attending Executive and Handicap Committees.

Article IV - Organization

A. Headquarters for the organization shall be located in New Jersey.

B. The governing body of PHRF-MA shall be the Executive Board, which is elected by the membership.

C. The Handicap Committee shall consist of two delegates from each member sailing organization. Each sailing organization shall have one vote when attending a meeting or by submitting a signed proxy vote.

D. The elective officers of the Executive Board shall consist of a President, an Executive

Vice President (EVP), North, Central, and South Area Vice Presidents; Secretary, and Treasurer. In addition to performing the duties normally associated with such offices, they may be assigned other duties as necessary.

i. The President shall:

- a. be the chief executive officer of PHRF-MA;
- b. preside at all meetings of the Executive Board;
- c. represent PHRF-MA to other yachting organizations; and,
- d. promote the best interests of the organization.

ii. The Executive Vice President (EVP) shall:

- a. assist the President in the general duties associated with managing the organization;
- b. serve as the chair of the Handicap Committee;
- c. serve as chair of the Appeals Committee; and,
- d. attain adequate research enabling the board to vote on new or revised ratings for its members.

In the Commodore's absence, the EVP shall act in his/her stead.

iii. Area Vice Presidents shall act as the main point of contact for individual members as well as the area's sailing organizations (sailing clubs). Their responsibilities include: a) ensuring all area members are following the rules set forth in the PHRF-MA by-laws; b) acting as liaison between PHRF-MA and the sailing organizations conducting NJORC events; and c) assisting the EVP by obtaining data necessary for reviewing or adjusting handicaps.

iv. The Secretary shall act as the recording member of the Executive Board and PHRF-MA. The Secretary is responsible for managing the day-to-day correspondence of PHRF-MA members and communicating questions/concerns to the appropriate Board members as needed. The Secretary shall also:

- a. maintain and update the PHRF-MA rating database;
- b. update all records in the database upon renewal;
- c. distribute and update rating certificates;
- d. process payments to the Treasurer upon receipt;
- e. provide organizers of NJORC events with a valid list of current members as needed; and,
- f. communicate the date of the annual meeting, including the slate of prospective officers to the membership at least 15 days prior to the meeting.

v. The Treasurer is responsible for managing the day-to-day finances of PHRF-MA. This includes, but is not limited to, providing a current Treasurer's report at each Board meeting.

E. Officers are elected by the membership. The term of office shall be from January 1st (or the date elected thereafter) to December 31st.

F. Any officer or delegate may be removed with cause by a two-thirds vote at a special meeting of the Executive Board.

G. In the event of the resignation of one of the elected officers, the Executive Board shall select a replacement.

H. The Executive Board may engage a business manager, webmaster, and others as deemed necessary to administer the affairs of the organization and assist its officers

and directors in the execution of their duties.

Article V - Membership Fees

A. Membership fees may be charged. Any change in fees shall be determined by the Executive Board at the annual meeting for the forthcoming year. All fees shall be published on the PHRF-MA web site.

Article VI - Meetings

A. There shall be an annual meeting of the PHRF-MA after November 1st and no later than January 31st.

B. The officers for the following year shall be elected at the annual meeting.

C. The Treasurer shall render a report at the annual meeting detailing the receipts and expenditures for the preceding year.

D. Additional regular meetings or special meetings shall be held as deemed necessary by the Executive Board. Meetings are open to all PHRF-MA members. Whenever practicable, the schedule of future meetings shall be posted on the PHRF-MA web site.

E. The Executive Board can act at regular or special meetings, by mail ballot, or written action approved without a meeting by all officers. Mail ballot issues shall be stated in a manner that the vote can be "yes" or "no."

F. PHRFMA committees may conduct their business electronically (including telephone, e-mail, and other media) provided that doing so does not compromise the principles of openness and transparency in governance;

Article VII - Quorums

A. Voting representatives from a minimum of 4 member organizations must be present at a meeting to constitute a quorum.

Article VIII - Nominations and Elections

A. A nominating committee shall be appointed by the President. It shall be the duty of this committee to select candidates for all elective offices to be voted on at the annual meeting. The committee shall complete their selections in time to enable the secretary to include them in the notice of the annual meeting.

B. At the annual meeting the presiding officer shall ask for nominations from the floor. If there are nominations from the floor, any such nominee(s) must be present, and must consent to being nominated.

C. Nominees must have been a member of PHRF-MA for the previous 12 months.

D. Election of officers shall be by majority vote of the members present at the annual meeting.

Article IX - Amendments

A. These by-laws may be amended or added to by, a two-thirds vote of the members present and voting at any regular meeting provided the proposed amendment or new by-law be presented in full in the notice of the meeting at least one week in advance.

Article X - Rules

A. Any question not covered by these by-laws, or by rules adopted by the officers, or by

the Handicap Committee, shall be resolved in accordance with Roberts' Rules of Order Revised.

Article XII – Handicaps

A. PHRF-MA handicaps and certificates shall be issued and obtained according to the *PHRF-MA Rules Governing Handicaps and Certificates (RGHC)*.

B. The adjustment guidelines in the RGHC shall guide the Handicap Committee in making adjustments to base handicaps where needed to ensure equitable handicaps. There may be cases where these guidelines are insufficient. In such instances, the Handicap Committee may deviate from those guidelines based on a two-thirds majority vote of the Committee present.

Article XIII. Handicap Adjustments and Appeals

A. In acting as chairman of the Appeals Committee, the EVP shall appoint two (2) additional members. The three (3) voting committee members shall be selected from active members of the Handicap Committee, or if necessary, committee members at large. There shall be no more than one (1) voting member of the committee that belongs to the club(s) to which the appellant belongs.

B. The Chairman is the only permanent member of the Appeals Committee. The two additional voting members will be appointed on an appeal by appeal basis. There is no restriction on a committee member serving on more than one appeal.

C. The appeals committee will meet on an as-needed basis.