

January 2011

BY-LAWS  
Of the  
MIDDLE ATLANTIC INTERCOLLEGIATE SAILING ASSOCIATION

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ARTICLE I: NAME

This Association shall be known as the Middle Atlantic Intercollegiate Sailing Association.

ARTICLE II: MISSION

The mission of MAISA shall be to encourage, advance, and improve sailboat racing, among its member universities and colleges. It shall promote the high ideals of the sport of sailing among their student athletes, regardless of skill level.

ARTICLE III: MEMBERSHIP

Voting membership of MAISA 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 of MAISA is empowered to set and maintain standards for admission to membership, which shall be divided into the following classifications.

1. REGULAR MEMBERSHIP entitles the member university or college to all privileges, rights, and obligations embodied in the By-Laws of the Middle Atlantic Intercollegiate Sailing Association.

By unanimous consent of the Executive Committee, a Regular Member school may be reduced in status for a minimum of one year for failure to fulfill its obligations. Members of the Executive Committee affiliated with the school in question shall not vote on this issue. Per the By-Laws of the Intercollegiate Sailing Association, a school that fails to meet obligations for two consecutive years shall be reduced to Associate status.

2. PROVISIONAL MEMBERSHIP entitles the member university or college to all privileges of Regular Membership, except those of holding membership on the Executive Committee and of voting upon the election of new members or amendments to the By-Laws of MAISA. Provisional Membership is designed as a two-year trial period in which schools demonstrate their ability to assume the obligations and responsibilities of Regular Membership. At the end of two years a vote of Regular Member schools, at the next annual or general meeting, may elevate the school to Regular Membership by a minimum three-fourths vote.

A school not receiving three-fourths vote shall remain as an Associate Member for a minimum of two years before the possibility of being considered again for Provisional Membership status. Further, a Provisional Member may be reduced in status to Associate Membership for failure to fulfill its obligations at any time by unanimous consent of the Executive Committee.

3. ASSOCIATE MEMBERSHIP entitles the member university or college to such privileges as the Executive Committee may, from time to time, grant, except those of participation in championship regattas, holding membership on the Executive Committee, and voting for elected officers, the election of new members, or amendments to the By-Laws of MAISA.

Associate Members shall be elected for a two year term, during which period they should prepare for Provisional Membership status by fulfilling all obligations, including participation in a minimum of two MAISA regattas per academic year. A change in status may be sought following two years of successful activity, through an application to the Executive Committee. Associate Members shall be assessed annual dues at a reduced fee.

## ARTICLE IV: MEMBERSHIP PROCEDURE AND ELECTION

### ASSOCIATE MEMBERSHIP PROCEDURE

1. Any university or college desiring membership in MAISA shall first apply for Associate Membership status.
2. Applications for Associate Membership must be made in writing and submitted to the Conference Commissioner by the team coach, advisor, or team captain at least 90 days prior to an Annual or General Meeting of MAISA.
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.

### PROVISIONAL MEMBERSHIP PROCEDURE

Universities and colleges currently holding Associate Membership wishing to upgrade their standing to Provisional status must submit a request in writing to the Conference Commissioner at least 60 days prior to an Annual or General Meeting of MAISA. 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 MAISA 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 Executive Committee shall recommend the annual dues for the support and general expenses of MAISA each year. In assessing the annual dues, the Executive Committee shall reserve a portion of those dues to meet whatever national dues the Executive Committee of the Intercollegiate Sailing Association may assess.

## ARTICLE VII: EXECUTIVE COMMITTEE

The Executive Committee shall manage all general business of MAISA, shall be empowered to act on all matters of policy, shall constitute the Nominating Committee empowered to propose a slate of officers for the Annual Meeting, shall have the power to fill vacancies among the officers of the Committee, and shall decide all questions not covered within these By-Laws. The voting members of the Executive Committee shall consist of the Graduate Director, Commissioner, four (2) Regional Directors, one (1) Director at Large, Undergraduate President, and two (2) Regional Representatives. The non-voting member of the Executive Committee is the Treasurer. The Commissioner and Treasurer shall be the only members of the Executive Committee receiving compensation.

#### ARTICLE VIII: GRADUATE DIRECTOR

The Graduate Director shall be a member of the faculty, staff, or administration of a member school, or have been previously associated with Intercollegiate Sailing. He/She shall be a voting member of the Executive Committee, preside at meetings, and guide the implementation of its policies. The Graduate Director shall enforce the regulations of MAISA and serve as general administrator. He/She shall be elected at an Annual Meeting of MAISA for a two-year term. Although any one individual may be reelected for any number of two-year terms, preferably no one person shall be elected to serve more than two (2) consecutive terms. The Graduate Director shall serve until his/her successor has been duly elected pursuant to these By-Laws.

#### ARTICLE VIII: REGIONAL DIRECTORS

The member institutions from each of the two (2) geographic regions established, and from time to time redistricted by resolution of the Executive Committee, shall elect two (2) Regional Directors for the respective region at the Annual Meeting of the Association totaling four (4). The Regional Directors shall be members of the faculty/staff of member institutions or have been previously associated with intercollegiate sailing.

Regional Directors shall be voting members of the Executive Committee, shall help coordinate and promote the activities of the member schools in their region, and in general represent the interests of their region at all MAISA meetings. Regional directors shall be elected for two-year terms. Although Regional Directors may serve any number of two-year terms, preferably no one person shall be elected to serve more than two (2) consecutive terms.

#### ARTICLE X: DIRECTOR AT LARGE

The Graduate Director shall appoint one (1) Director at Large to the Executive Committee of MAISA. The Director at Large shall be a voting member of the Executive Committee and serve a one-year term.

#### ARTICLE XI: PRESIDENT

The President shall be an Undergraduate of a university or college holding Regular Membership. He/She shall be elected at the Annual Meeting of MAISA for a one-year term and may not succeed him/herself. The President shall be a voting member of the Executive Committee and shall cast MAISA's undergraduate vote at all meetings of the Intercollegiate Sailing Association of North America. The President shall act as the ICSA liaison with the members of MAISA and the two undergraduate Regional Representatives. The President shall enforce the laws and regulations of MAISA and carry out the will and policies of the Executive Committee. The President shall serve until his/her successor has been duly elected pursuant to these By-Laws.

#### ARTICLE XII: REGIONAL REPRESENTATIVES

The member institutions from each of the two (2) geographic regions established, and from time to time redistricted by resolution of the Executive Committee. Each region shall elect one (1) Regional Representative from within their region at the MAISA Annual Meeting. Regional Representatives shall be undergraduates from Regular Member schools and shall serve a one-year term without the opportunity of self-succession.

Regional Representatives shall be voting members of the Executive Committee, shall help coordinate and promote the activities of the member schools in their region, and in general represent the interests of their region at all MAISA meetings. Each Regional Representative shall serve until his/her successor has been duly elected pursuant to these By-Laws.

#### ARTICLE XIII: COMMISSIONER

Universities and colleges holding Regular Membership at the MAISA Annual Meeting shall elect the Commissioner to a two-year term. The Commissioner shall be a voting member of the Executive Committee and may be reelected to serve any number of consecutive terms. The Executive Committee, without the vote of the Commissioner, shall determine the honorarium to be awarded to the Commissioner.

The Commissioner shall be responsible for keeping the minutes and records of MAISA, sending out notices, conducting routine correspondence, preparing and issuing bulletins and publications and other similar activities.

The Commissioner shall cast the MAISA graduate vote at all meetings of the Intercollegiate Sailing Association and be liaison officer with said Association on policy matters. The commissioner shall serve until his/her successor has been duly elected pursuant to these By-Laws.

#### ARTICLE XIV: SCHEDULE COORDINATOR

The Schedule Coordinator shall be appointed by the Executive Committee on an annual basis. It shall be the his/her duties to create the yearly schedule of events from the events available to MAISA teams and to match MAISA teams with these events via procedures approved by the Executive Committee. Once the schedule has been approved at the Annual Meeting, the Scheduler shall continually up-date it throughout the year, keeping it current to all withdrawals, no-shows, and openings. The schedule shall then be made available to the MAISA teams on a regular basis, the intervals to be approved by the Executive Committee. The Executive Committee, without the vote of the Schedule Coordinator, shall determine the honorarium to be awarded.

#### ARTICLE XV: TREASURER

The Treasurer shall be a non-voting member of the Executive Committee and be appointed by a majority vote of the Executive Committee for a two-year term. An individual may be reappointed for any number of consecutive terms. The Executive Committee shall determine the honorarium to be awarded to the Treasurer. The Treasurer shall collect and handle all funds of MAISA, shall pay all bills approved by the Executive Committee and shall submit an annual budget and a report of the finances to MAISA at the Annual Meeting. The Treasurer shall serve until his/her successor has been duly appointed by the Executive Committee.

#### ARTICLE XVI: COMMITTEES

The Executive Committee is empowered to appoint committees to implement MAISA Activities. These may include standing committees on such matters as schedules and compensations, boats and safety precautions, and rules. Additional standing or special committees to cover other aspects of MAISA's activities shall be appointed as the needs develop. The Chairmen of such committees may sit with the Executive Committee upon invitation, and all committees shall include at least one (1) member of the Executive Committee.

#### ARTICLE XVII: MEETINGS

##### SECTION 1: MEETINGS

##### 1. Annual Meeting

The Executive Committee shall have the power to set the date for the Annual Meeting of MAISA and call any and all special meetings. Any topic for discussion which can properly be acted on at the annual meeting of MAISA shall be submitted to the Commissioner at least 30 days prior to the meeting. The Commissioner shall compile these topics into an agenda and distribute the same to the members of the Executive Committee at least 15 days prior to the meeting along with the day, hour, and place of the meeting. 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 MAISA Annual Meeting.

## 3. Special Meetings

A special meeting shall be called upon the written petition of 50% or more of those schools holding Regular Membership. The Commissioner shall send all members 30 days notice of such a meeting.

## 4. Decisive Action

At any meeting or conference call of MAISA where a decisive vote is to be taken by the Executive Committee, a quorum of three-fourths 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 (1) vote on any issue.

## SECTION 2: DELEGATES

Each member school shall be represented at all general meetings of MAISA 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 privileges. Undergraduate proxies shall be held by undergraduates and graduate proxies by graduates.

## SECTION 3: QUORUM

A quorum of the Middle Atlantic Intercollegiate Sailing Association shall be deemed to be present at any regular or special meeting if fifty percent of the members entitled to voting rights are present. Written, signed proxies allow a school to be counted as present.

Seventy-five percent of the Regular Members shall be deemed a quorum in order 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.

## 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 and the acceptance of changes or amendments to these By-Laws, which shall require an affirmative vote of three-fourths of the voting delegates present.

No one school shall hold more than four (4) 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 (1) vote. Any Executive Committee member who is not representing any particular institution shall also be entitled to one (1) vote.

#### ARTICLE XVII: 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, in addition to maintaining normal progress toward obtaining an undergraduate degree within five (5) consecutive years, as determined by the regulations of that institution. During that period, student-athletes are expected to conform to any and all regulations promulgated by the MAISA Committee on Rules and Eligibility.

#### ARTICLE XVIII: AMENDMENTS

These By-Laws may be amended by a three-fourths vote at the Annual Meeting of MAISA or at any special meeting at which a quorum is present, as previously defined, and which is called for that distinct purpose.

#### ARTICLE XIX: BINDING NATURE

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