



# PHRF San Diego Constitution and Bylaws

## Article I. Name

The name will be “Performance Handicap Racing Fleet of San Diego” (PHRF-San Diego).

## Article II. Objectives

1. To encourage and promote the sport of handicap yacht racing within the jurisdiction of the San Diego Association of Yacht Clubs (SDAYC) using the rating system originated by the Southern California Performance Handicap Racing Fleet (PHRF SOCAL).
2. To issue rating certificates and maintain an up-to-date record of matters pertaining to rating certificates and handicaps of yachts using the PHRF system.
  3. To establish and maintain an annual championship race series.
4. To administer an Internet website with PHRF-San Diego fleet data and information.
5. To coordinate with and assist San Diego area yacht clubs sponsoring PHRF races and beneficial fleet activities in any way possible.

## Article III. Organization

1. The organization shall be governed by nine Fleet Officers. Eight are elected officers including: Fleet Chairman, Vice Chairman and Treasurer, Fleet Secretary, Roster Secretary, Chief Handicapper, Fleet Scorer, Data Systems Officer, and PR Officer. The ninth officer is the immediate past Fleet Chairman. These listed officers shall constitute the Fleet Executive Board and can represent Area G at meetings of PHRF Southern California as required.
2. Each class of yachts based on the current year class break structure should have at least one Handicapper to represent the class. In the event that club-appointed Handicappers do not fulfill this requirement, the Executive Board may appoint additional “at-large” Class Handicapper(s).
3. The Fleet Officers and Club Handicappers shall constitute the PHRF San Diego Handicap Board and shall handle all Area G and San Diego Region handicapping matters in accordance with current Class Rules and PHRF San Diego Bylaws and Competition Protocols. PHRF SOCAL Class Rules have been adopted for use as PHRF San Diego Class Rules.
4. There shall be an annual meeting scheduled at the conclusion of each season’s Championship Series. The date, time and meeting agenda shall be published. Agenda items include the election of Fleet Officers, presentation of Fleet Awards and other regular business of the fleet. Additional meetings may be called at any time by the Fleet Chairman who shall specify the time and place and have the membership notified at least 10 days in advance.

5. Quorums
  - a. Fleet Executive Board: A quorum is constituted by the presence of 50% of the filled positions of Fleet Officers.
  - b. PHRF-San Diego Handicap Board: A quorum is constituted by the presence of a quorum of the Executive Board plus representation by a minimum of 3 SDAYC member clubs and a minimum of 3 of the current classes. The Fleet Executive Board can be counted for the purpose of ensuring representation of either the 3 SDAYC member clubs or the 3 classes.
  - c. Annual Meeting: A quorum is constituted by those in attendance, regardless of number.
6. Voting
  - a. Fleet Executive Board: A motion or proposal passes by a simple majority vote of the members present within an established quorum excluding the Fleet Chairman. The Fleet Chairman is required to cast the deciding vote to break a deadlock.
  - b. PHRF-San Diego Handicap Board. A proposed yacht handicap rating is approved by a simple majority of the representatives present within an established quorum, excluding the Fleet Chairman and any representative voting on a boat within of his current class. If a boat is changing class, the representatives of both the losing and gaining class shall not be entitled to a vote. The Fleet Chairman is required to cast the deciding vote to break a deadlock.
  - c. Annual Meeting: Voting is limited to 1 vote per rated yacht with a valid certificate regardless of the number of certificates held by that yacht. An owner of multiple rated yachts with valid certificates is limited to 1 vote. Each Fleet Executive Board Member has one vote.

#### **Article IV. Owners and Co-Owners of Rated Yachts**

Owners and Co-owners will be listed on the yacht rating certificate. The first name listed on a certificate is considered the primary point of contact for the yacht.

1. Owners and Co-owners of rated yachts having a current valid PHRF San Diego Rating Certificate and are to be a member in good standing of an SDAYC affiliated organization; US Sailing membership is acceptable for out of area yacht owners.

2. Owners and Co-owners of rated yachts having a current valid PHRF San Diego Rating Certificate are responsible for

- a. adherence to existing SOCAL PHRF Class Rules
- b. reported data as reflected in the rated yacht current valid certificate
- c. determining the vote cast for the rated yacht having a current valid PHRF San Diego Rating Certificate at the annual meeting
- d. notification to the Roster Secretary of any changes in ownership of the rated yacht
- e. notification to the Roster Secretary of any modifications to the rated yacht

#### **Article V. Duties of Officers**

The PHRF San Diego Fleet Officers are eligible to vote on handicapping issues. They shall be responsible for formulation and execution of PHRF San Diego Fleet policies and business in consultation with the Handicap Board.

1. The Fleet Chairman shall preside at all Fleet, Executive and monthly Board meetings, and perform such other duties as may be directed by the membership. The Fleet Chairman shall also endeavor to enforce rules of the fleet whenever necessary, shall ensure presentation of Area G with PHRF SOCAL, and shall interact with SDAYC and participating yacht clubs as needed. The Fleet Chairman is responsible for End of Year Awards and initiating planning for the Annual Awards Dinner.
2. The Vice Chairman and Treasurer shall assist the Fleet Chairman in the discharge of his/her duties, to be responsible for all the funds collected and dispersed, and to produce a year-end income and expense report.
3. The Fleet Secretary is the principal administrator of the Executive and Handicap Boards and shall keep the minutes of all official meetings, shall be responsible for keeping a complete file of the past records including notices, newsletters, and keep the membership advised of activities and policy decisions through notices. The Fleet Secretary administers the Annual Meeting including voting and elections.
4. The Roster Secretary shall maintain the records of rated yachts within San Diego (Active Roster), Owner and Co-Owner contact information (All Person Information) and rated yacht information (Manufacturer Type Information) using procedures established by the Data Systems Officer. The Active Roster is maintained on the website as a service to the member yacht club racing committees. The All Person Information and Manufacture Type Information are maintained to support the PR Officer and Chief Handicapper. Using the All Person Information and Active Roster the Roster Secretary establishes Annual Meeting Quorum and validates to the Fleet Secretary those entitled to a vote.
5. The Chief Handicapper shall validate local fleet Rating Certificates in accordance with PHRF guidelines, and keep the Fleet Secretary and Roster Secretary informed of such actions. The Handicapper shall maintain a current file of significant dimensions of stock yachts, be available to assist prospective members in completing measurement data required on the PHRF application for rating, be available to resolve disputes concerning sail, spar, and spinnaker pole dimensions and shall assist host clubs in determining required items for offshore races. The Chief Handicapper is the principle point of contact and liaison to the other members of the Handicap Board for handicapping issues.
6. The Fleet Scorer shall tabulate the official yearly Class Championship Series standing data, and maintain an official log of the yearly Championship Series race results. This information shall be updated on the PHRF-San Diego website after each Championship Series race for all Classes.
7. The Data Systems Officer shall maintain the website, a Database system for managing the membership roster, the yearly Championship Series scoring system, yacht configurations information, fleet handicapping data and PHRF Race results for use by the fleet in handicapping and administration matters.
8. The PR Officer shall promote PHRF based yacht racing to the membership and sailing community at large.
9. The Past Fleet Chairman shall act for the Fleet Chairman in his/her absence.

## **Article VI. Dues**

1. Dues shall be paid per calendar year for a rated yacht to maintain a current valid certificate. Renewal dues are due and payable on or before 1 January or the rated yacht is determined as not having a valid certificate. Certificates are valid from the date of payment.
2. Dues are payable at the time an application is submitted, with a full year's dues required at any time during the year.
3. For applications or renewal after 1 November, the dues will be credited toward the next calendar year.
4. Dues are transferred with the yacht to the new rating certificate if a rating change occurs during the year.
5. Ownership changes during the year requires a new application, there is no transfer of ownership with the current valid certificate.
6. Dues are required for each certificate representing yachts with multiple rated configurations.
7. Dues are required from interested parties who are not Owners or Co-owners of a rated yacht with a valid certificate. Interested parties may participate in the Fleet Executive Board, the Handicap Board and serve on committees. Interested parties are not entitled to a vote at the Annual Meeting unless serving on the Fleet Executive Board.

## **Article VII. Terms of Office and Meetings**

1. The Fleet Executive Board shall meet monthly to conduct such fleet business as necessary. Notification of the meeting schedule is maintained on the website.
2. The Fleet Executive Board term of office is one year, starting on 1 January.
3. If a member of the Fleet Executive Board is absent from three (3) consecutive meetings a proposal will be issued from the Fleet Chairman and voted by the Executive Board to declare the position vacant. A vacant position will be filled by appointment by the Fleet Executive Board. During the period of vacancy the position does not count in establishing a quorum.
4. The Handicap Board, composed of the San Diego PHRF Fleet Officers, Handicappers and Club Representatives, shall meet monthly at the same time and place as the Fleet Executive Board.

## **Article VIII. Committees**

1. The Fleet Chairman shall appoint such committees as he/she deems advisable to conduct fleet affairs including committees for
  - a. reviewing class breaks across the fleet,
  - b. selection of races establishing the annual championship series.
2. The Past Fleet Chairman is responsible for chairing a Nominating Committee for the purpose of selecting candidates for the following year Fleet Executive Board. The Nominating Committee shall be composed of at least three individuals selected by the Past Fleet Chair; these may be current Board Members, Handicappers or yacht owners with valid certificates. In the event the Past Fleet Chairman position is vacant, the Fleet Chair shall appoint a replacement for Chairman for the Nominating Committee.

## **Article IX. Amendments**

These Bylaws may be amended at any time by a majority vote of the membership in attendance at a scheduled meeting of the fleet. Ratification may also be accomplished by a USPS Mail Vote response, or through Electronic (E-Mail or Electronic Document Transfer) communication, Electronic Notification protocols shall be listed in PHRF-SD Class Rules Appendix 1; a majority vote is based on the number of responses received.

1. No vote will be taken amending the Bylaws until 14 days after members have been notified of the proposed changes.
2. San Diego PHRF Class Rule amendment notification guidelines shall be listed in Class Rules Appendix 1 if different than guidelines listed in the PHRF SOCAL Class Rules.