

INTERNATIONAL SAILING SCHOOLS ASSOCIATION
I.S.S.A.
ASSOCIATION INTERNATIONALE DES ECOLES DE VOILE

CONSTITUTION

Adopted at the first meeting in LONDON, January 11th 1996, modified
3rd October 1975 at TREBOUL (France), at VIENNA (Austria)
5th October 1978, PALMA DE MALLORCA (Spain) 21st October 1981,
at TETOUAN (Morocco) 20th October 1982,
ALGIERS 29th October 1988, VIENNA (Austria) 28th October 1991, BRIGHTON
(U.K) 5th November 1996.
EDINBURGH (U.K.) 5th November 2000

The official languages of the Constitution will be in English and French.

A. NAME, REGISTERED OFFICE AND DURATION

Article 1 :

Under the names:

INTERNATIONAL SAILING SCHOOLS ASSOCIATION
I.S.S.A.
ASSOCIATION INTERNATIONALE DES ECOLES DE VOILE

there is constituted an association based on articles 60 and seq of the Code Civil Suisse and on the following Articles.

Article 2 :

The registered office of the Association is located as designated by the Administrative Council.

Article 3 :

All official communications of the Association with its members will take place through the registered office of the Association.

Article 4 :

The duration of the Association is unlimited.

B. AIMS

Article 5 :

The Association, which is non-profit making, has neither religious: nor political aims and is directed towards:

Grouping, promoting, favouring and reinforcing internationally, all institutions teaching sailing.

It will promote sailing through teaching at all levels in collaboration with other international associations.

The aims can be achieved by:

- the promotion of contacts worldwide
- the promotion of better teaching and competence
- the reciprocal recognition of qualifications or licences delivered by every member association
- the exchange of research, experience and qualifications
- the study of problems related to the setting up of sailing schools, or the organisation of sailing schools, as well as the quest for solutions common to every member country
- the exchange of instructors and pupils
- the organisation of seminars, cruises and conferences to promote the exchange of views, especially between instructors.

C. LOGO

Article 6 :

The ISSA Logo consists of 4 characters I S S A with the character A symbolising a boat indicating the universality of the activities of the Association.

Article 7 :

ISSA members may use the ISSA logo and mention that they are members of the Association on their printed matter.

D. RESOURCES

Article 8 :

The ISSA resources are:

- a) annual membership subscriptions
- b) grants, donations and legacies
- c) interest on capital
- d) the profits from the sale of documents and printed matter

The subscriptions are fixed at the Annual General Meeting.

E. MEMBERSHIP

Article 9 :

There will be four membership categories – honorary, full member, sailing industry member and individual member. Full members, sailing industry members and individual members pay an annual membership subscription

Article 10 :

The honorary members appointed at the Annual General Meeting are experienced people in teaching sailing or people who can help the Association. They do not pay any subscription.

Article 11 :

Full members are:

- A the National Authorities (with responsibility for sail training)
- B groups and associations of sailing schools and their equivalents
- C sailing schools and institutions who have applied to be members and who fill the following requirements:
 - a. to be officially recognised
 - b. to have a sailing fleet and adequate facilities
 - c. to have a technically skilled staff with appropriate qualifications

Article 12 :

- A. Sailing industry members are those whose interests are to promote and support all institutions teaching sailing.
- B. Individual members are qualified sailing instructors.

Article 13:

Requests for membership should be sent to the secretariat who will send a questionnaire to the candidates. Such requests will be submitted to the Administrative Council. On submission of the new membership by the Administrative Council, the Annual General Meeting will ratify or otherwise the decision of the Administrative Council.

Article 14 :

Membership ends:

- by dissolution or written resignation handed over within the business year.
- the annual subscriptions are not paid within the first six months of the business year.
- when a member has seriously infringed the Constitution.
- Exclusion of members with reasons have to be presented to the Annual General Meeting.

Article 15 :

Every member takes part in the Annual General Meeting by sending to it a duly accredited delegate, sometimes accompanied by one or two observers. Members are informed of the ISSA programme and are invited to all organised activities and events. They can represent the ISSA when delegated by the Administrative Council and can use the equipment and the administrative organisation of the Association.

Article 16 :

The Annual General Meeting represents all the members in its deliberations with the reservation that these be conducted in accordance with the law and the statutes.

Article 17 :

The Annual General Meeting shall be convened by the Administrative Council by letter to the known address of each member at least one month in advance.

Article 18 :

Provided he has paid his annual subscription, every member present may join the discussions; each full member has one vote.

Article 19 :

Full members unable to attend the Annual General Meeting can, by writing, confer powers of proxy to a member of the ISSA. Each member of the ISSA is able to accept only one proxy. The President, assisted by examiners, shall decide if the proxies are in order and if the participants have the right to vote.

Article 20 :

The President of the Association, or if the President is absent, a member designated by the Annual General Meeting, presides over the Annual General Meeting.

The President assigns auditors and a secretary whose task is to write the minutes.

Article 21 :

Votes and elections take place as follows:

- a. through the attending members, or their representatives, each member has one vote.
- b. when the constitution does not prescribe the number of votes necessary for decision, the simple majority of the members present or represented is required.
- c. when there is equality of votes, the President decides.

Article 22 :

The Annual General Meeting must be held within two months after the end of the registered year. It is valid at the first convening if a quarter of the association members are present. It is valid at the second convening, fixed for the following day, whatever the number of people present.

Article 23 :

An Extraordinary General Meeting can be convened if the Administrative Council or one fifth of the Association members having the right to vote should demand it. Such an Extraordinary General Meeting must be convened to change the Constitution, pronounce the dissolution of the ISSA or discuss a particularly serious problem.

The Meeting is valid at the first convening if two thirds of full members are present. It is valid at the second Meeting which must take place at least 24 hours after the first if at least one tenth of the members allowed to vote and at least three nations attend it.

G. ISSA ORGANISATION

Article 24 :

The ISSA is administered by an Administrative Council consisting of a maximum of ten members by the Annual General Meeting for four years. Members can be re-elected once only.

The Administrative Council shall decide every two years the members who are going to be re-elected, this for at least half of its members.

Article 25 :

If at least half the members of the Administrative Council resign, it is acknowledged that the whole Administrative Council resigns and a new election has to take place.

Article 26 :

Members of the Administrative Council who have not attended three consecutive meetings are considered to have resigned.

Article 27 :

The Annual General Meeting can modify the size of the Administrative Council and its re-election cycle.

Article 28 :

The Administrative Council nominates among its members the President, the Vice-President, the Secretary and the Treasurer.

These constitute the Board. A member can be re-elected once only to these posts, unless he has been in the post for less than 4 years.

Article 29 :

The Administrative Council meets at its registered office or else-where each time the President judges it necessary, or when at least half its members ask for this in writing. Notices of the Meeting are sent by the President in writing with the Agenda, at least fifteen days before the meeting. At least half the members of the Administrative Council have to be present and decisions are only valid if at least half the total members of the Administrative Council have voted in favour of these.

Article 30 :

The Administrative Council is entrusted with full powers in the administration of current affairs. It can do what is necessary to accomplish the Association's business. Excluded are all actions contrary to the law and the Constitution. The Administrative Council can delegate some of its tasks to one or more of its members or to committees not necessarily belonging to the ISSA.

The limit of this delegation of powers and competence is decided from case to case. The Administrative Council can also nominate agents, mandators, secretaries or trustees by

prescribing their competence and their rights to use the signature by third parties. They can fix their eventual remuneration without informing the Annual General Meeting beforehand.

Article 31 :

The President or his delegate represents the Association vis-a-vis the public and the authorities, and has the power to take administrative or judicial action at all levels.

Article 32 :

Two auditors are elected by the Annual General Meeting. They are nominated for three years and can be re-elected. They have complete powers to control the functioning of the Association as well as its finances. They meet when they judge it necessary.

They can attend all the meetings of the Administrative Council and have access to books and documents. Their task is to control the finances and to ensure that the Administrative Council does its task as it was assigned by the Annual General Meeting. They prepare a report for presentation to the Annual General Meeting.

Article 33 :

Technical Committees are composed of an uneven number of members nominated by the Administrative Council and are presided over by any member of the Administrative Council, except the President. Their task is to study particular problems posed either by the Annual General Meeting or by the Administrative Council.

H. BALANCE SHEET

Article 34 :

The business year begins on the 31st October and ends on the 30th September. The Administrative Council presents to the Annual General Meeting its annual report, and account of activities and a balance sheet. It also plans the budget for the next year.

Article 35 :

The balance of the last business year is available for the next business year. In a case of a deficit, membership fees may be adjusted.

I. DISSOLUTION

Article 36 :

The dissolution of the ISSA can be decided by an Extraordinary General Meeting provided that there is a majority of three-quarters of the members present. If the vote of the Annual General Meeting is not valid, a second General Meeting will be called provided that members are notified by registered letter one month in advance of the meeting. This second General Meeting will take a decision if it has a three-quarters majority of the nations and that half the members allowed to vote are present.

The assets of the Association will be handed over to a sailing association which can be trusted. This Association will be required to give the assets to any new institution with similar

objectives. After ten years, this sum will be handed over to an international humanitarian institution.