

# **BY-LAWS**

## **WASHINGTON QUARTER MIDGET ASSOCIATION**

### **ARTICLE 1**

#### **NAME AND PURPOSE**

##### **Section 1**

The name of the corporation shall be Washington Quarter Midget Association, (WQMA).

##### **Section 2**

The purpose of the corporation is: to promote, foster and encourage the sport of quarter midget racing; to engage in any activity in connection with the display, demonstration, or exhibition of quarter midgets; to provide organized activity wherein entire families can participate together; to teach and instruct the membership in driving safety and sportsmanship; to provide supervised and regulated races wherein race cars compete.

##### **Section 3**

These by-laws may be amended at the annual meeting or a special meeting of the membership..

DISSOLUTION – Upon dissolution all assets of the organization or the proceeds there from shall be donated to the Children’s Orthopedic Hospital or a group engaged in similar activity that qualify under section 501 (3) of the Internal Revenue Service Code.

These by-laws dated November 5, 2010 are a revised edition of the original by-laws of the Washington Quarter Midget Association, dated November 30, 1967.

### **ARTICLE 2**

#### **MEMBERSHIP**

##### **Section 1**

Membership in the club shall consist of those persons interested in fulfilling the purpose of the club as set forth herein;

The membership of this organization shall be open to anyone who desires to become a member thereof, and to assist in furthering the purpose of the organization. No one need own a quarter midget race car in order to qualify for membership.

Regular membership may be obtained by a written application from a person over the age of 18, to the board of directors accompanied with dues in the amount established by WQMA.

Alternate Handler membership may be obtained by a written application from a person over the age of 18, to the board of directors accompanied with dues in the amount established by WQMA. Alternate Handlers do not have voting rights.

##### **Section 2**

DUES – All members of the organization, shall pay dues on or before October 31, in the amount established by WQMA. An additional fee will be assessed to any renewing member if dues are not paid by December 31.

## **ARTICLE 3 PRIVILEGES**

### **Section 1**

A family may participate under one paid adult membership and will be entitled to a single vote for each spouse.

All members in good standing are authorized to vote at any membership or special meeting.

Any person who wishes to attend a meeting of the board of directors may do so and may enter into the discussion of WQMA business if the presiding chairman of WQMA wishes to allow discussion by persons other than WQMA members. Any WQMA member in good standing may attend the board of directors meetings, and may participate in the discussion of WQMA business, but does not have the right to vote.

### **Section 2**

The racing facilities of WQMA may be used for practice by WQMA members only or other QMA members when a WQMA member is present.

### **Section 3**

#### **Member Work Rule**

Each calendar year each family with a full WQMA membership must contribute a minimum of (10) hours of volunteer work to the club by participating in club work parties or in other club approved activities. These hours are for non-race day contributions above and beyond the regular volunteer jobs required to conduct race events.

During any year that WQMA is hosting a Grand National Event, the minimum required work hours will be raised to fourteen (14), ten (10) of which must be completed prior to the Grand National Event for that member family to receive any club member benefits, including parking, related to the Grand National Event.

In lieu of the work hours, a member family may satisfy the Member Work Rule requirement with a monetary contribution of no less than \$250 to the club that is not related to any other club fund raising efforts. A monetary contribution made in lieu of the hours requirement will not qualify the member family for any club member benefits, including parking, related to a Grand National event hosted by the club.

The WQMA Board of Directors will be responsible for declaring which activities are approved for use to satisfy the Member Work Rule requirement. The club President will designate for each approved activity a person to be responsible for tracking and reporting the hours worked to the Club Secretary.

## **ARTICLE 4 REMOVAL PENALTIES**

### **Section 1**

QMA code of conduct will be enforced at all events. During racing events the use of intoxicants by members is strictly prohibited. Any member in the area of a scheduled event violating this rule, (as observed by two or more board members), will be escorted from the event and/or suspended for a period determined by the board of directors.

### **Section 2**

Approved at Annual Meeting - 04NOV11

Upon written notification to the board of directors from a member in good standing, anyone may be removed from membership in the organization for cause as determined by the board of directors, by a majority vote of the members attending a special meeting. Should the number of members voting for the removal not exceed 50% of the total membership, the member so removed may call for subsequent election to reconsider his removal. Said subsequent election shall be held within 30 days after it has been requested and must be preceded by notice of the meeting which sets forth the nature of the election for which the meeting was called. For the purpose of the subsequent election, a majority vote of the members in attendance is required to sustain the removal from membership.

## **ARTICLE 5 MEETINGS**

### **Section 1**

**ANNUAL MEETING** – The regular November meeting shall be considered the annual meeting. At said meeting the members shall consider reports of the affairs of the corporation, and transact such business as may be properly brought before the meeting. It is at this time that members may present and vote on additions or deletions to the by-laws.

**SPECIAL MEETINGS** – A special meeting of WQMA members may be convened at any time by the executive committee and shall be arranged within seven days from the receipt of a requisition in writing signed by not less than ten WQMA members in good standing, specifying the object of the meeting to be convened, and notice of such special meeting shall be sent to the members no less than fourteen days before the scheduled meeting.

**MEMBERSHIP MEETINGS** – Monthly meetings of the membership for the purpose of discussing WQMA business shall be held at such time and place as determined at the annual meeting.

**NOTICE OF MEETINGS** – All members shall receive written notice of all meetings. Notice shall be mailed at least ten days before the date of said meeting. Email will be recognized as written notice. Optionally, telephone notification shall take place at least five days before the date of said meeting. It is the responsibility of individual members to ensure that the club secretary has current phone number, email address, and mailing address for the purpose of meeting notification.

**REGULAR BOARD MEETINGS** – Regular meetings of the board of directors shall be held each month at such time and place as designated by the president.

**SPECIAL BOARD MEETINGS** – Special meetings of the board of directors for any purpose shall be called at any time by the president or by the secretary, upon the order of any two members of the board of directors. Each and every director must be notified of any special board meeting.

**REMOVAL OF DIRECTORS** – Any director may be removed from office at any time for cause, by a majority vote of the membership. A quorum of over fifty percent shall be required to remove any director from office by the voting membership.

**QUORUM** – a minimum of five members of the board of directors shall be present for the transaction of any business of the organization at any regular or special board meeting

PARLIMENTARY AUTHORITY - Robert's rule of order shall be the authority of procedures at all meetings. The rules contained in Robert's rule of order shall govern the society in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this organization.

All members of WQMA and their families will abide by the by-laws of this corporation.

This organization will subscribe to QMA of America, Inc. and will abide by the rules and regulations therein.

All the rules and regulations governing the conduct of race and of racing personnel, and the specifications which must be met before a car may qualify for quarter midget racing, shall be as directed by QMA and as adopted and amended by the board of directors; provided, however, that such adoption and amendment be ratified by the membership at large.

## **ARTICLE 6 FINANCIAL REQUIREMENTS**

### **Section 1**

The fiscal year shall be from November 1<sup>st</sup> through October 31<sup>st</sup>.

### **Section 2**

A review of WQMA financial records will be conducted in October of each year by a committee consisting of two officers and two WQMA members who are not on the board of directors. The Treasurer will not be on this committee but must be available in person or by phone to answer questions. This committee will report its findings at the Annual Meeting. The first financial review performed under this Section will be for the fiscal year ending October 31, 2009.

### **Section 3**

WQMA will adopt an annual operating budget of income and expense no later than December 31.

## **ARTICLE 7 BOARD OF DIRECTORS**

### **Section 1**

All business and affairs of the corporation shall be controlled by the board of directors. The board has the authority to appoint any committee to be made up of members of the corporation who are not directors, but each committee must include at least one director in its membership.

### **Section 2**

The number of directors of this corporation shall be established at nine. The ninth position will be filled by the last president prior to the election of new officers at the October membership meeting. Elections will be conducted by issuing to and collecting from each voting member one ballot at the October membership meeting. Ballots will be counted at the conclusion of the meeting by 4 existing board members in good standing as appointed by the current president. Results will be made public once the ballots are counted and verified. New directors shall take office on November 1<sup>st</sup>.

Approved at Annual Meeting - 04NOV11

### **Section 3**

**PRESIDENT** – The membership shall elect from their own number, a president of said organization. The president shall chair all meetings of the members in addition to any other duties this office may require.

The president shall preside at all meetings, shall sign all notes, contracts, deeds, outages, releases, bills of sales, leases and all papers and instruments required to be executed by the corporation in its name. The president shall guide and direct all activities of the organization and will be responsible for the overall growth of said organization.

The president or his/her designee shall be the single point of contact to landlord and government officials for initiating discussion of club business.

**VICE PRESIDENT** – The membership shall elect from their own number a vice president of said organization. The vice president shall serve as the chairman of all meetings in the absence of the president. The vice president will assist the president in every aspect of their office.

The vice president will be directly responsible for increasing the membership of the organization and in this capacity they shall direct any activities necessary to fulfill this goal.

The vice president shall be responsible for setting up and maintaining a judging training package to be used during novice training, and for anyone else who wishes to participate. The vice president can designate an assistant from the members at large or an experienced club member to help produce and maintain the package.

**SECRETARY** – The membership shall elect from their own number a secretary of said organization. The secretary shall keep full and accurate minutes of all meetings, both regular and special, of the board of directors and of the membership at large. The minutes of the meetings shall be recorded in proper books to be kept for that purpose. The secretary shall be custodian of correspondence to and from the association.

**TREASURER** – The membership shall elect from their own number a treasurer of said organization. The president, secretary and treasurer shall have executive control of all expenditures made by the corporation and the custody of all funds belonging to the corporation. The treasurer's management of the financial affairs of the corporation will be subject only to the approval or ratification of the board of directors. All signatures, bank accounts, and financial transactions shall require two of the three signatures to be legal. The treasurer shall maintain an asset register book showing all equipment.

**RACE DIRECTOR** – The membership shall elect from their own number a race director of said organization. The race director shall know and enforce all rules and regulation concerning our race program.

The race director shall be responsible for the preparation of the proposed racing schedule and race format subject to board recommendation and membership approval. The race director shall assist all officials placed under his direction to assure a well organized program. The race director has only the authority granted by the board of directors.

The race director must have a minimum of two years verified racing experience in quarter midget racing.

**NOVICE TRAINING DIRECTOR** – The membership shall elect from their own number a novice training director. The novice training director shall be responsible to preserve and uphold the high standards, and maintain the integrity and reputation of the novice training program at WQMA.

The purpose of the novice director, or any trainer, is defined in the rules of QMA.

The fundamental purpose of the novice trainer is to train new drivers and their families so that they understand the basic rules, so that they are able to handle themselves and their cars in a safe manner on the track, and so that the family understands the basics of the club and how it operates.

Requested training dates must be submitted to the race director at least fourteen days prior to start date of the class. (This is for the purpose of informing club members of track closure dates.)

**TECHNICAL DIRECTOR**- The membership shall elect from their own number a technical director. The technical committee shall consist of three members who are willing and have the ability to assume the responsibility of this position. The tech committee shall have full authority to inspect, in any manner deemed necessary, to determine the legality of any car or motor racing on our track without prior notice.

**SAFETY DIRECTOR**- The membership shall elect from their own number a safety director. The safety director shall be responsible for the safety of the track, pit area, and handlers and drivers. If at any time they feel that the safety of the drivers or handlers is in jeopardy, they may at their discretion, stop the race or time trials. They are responsible for the safety inspection of any and all cars at any given time during a race day and are also responsible for seeing that all drivers have the proper safety equipment.

The safety director will be responsible for arranging a minimum of two club members to safety cars on race days/weekends until sign-ins are closed.

**PAST PRESIDENT** - The ninth position will be filled by the last president prior to the election of new officers at the October membership meeting. The past president shall provide guidance and continuity from the previous board of directors. The past president is responsible for aiding the president on matters of the club and business conducted by previous board of directors. The past president will serve at least one year in this capacity unless they fill another board position or no longer remain a member.

In the event the past president position is not filled, the incoming board of directors will appoint from the membership a member at large to fulfill this role. This member at large should have a minimum of 3 years experience within the club. This position will be a 1 year position and reappointed each year there is not a past president to fill this role.

## **ARTICLE 8 TRACK OFFICIALS**

### **Section 1**

There shall be at each race or event sponsored by this organization a number of members who shall serve as track officials and other lead positions. Each of these volunteers shall have full authority to accomplish their respective job as said job is so stated in the by-laws. The Flagger, Pit Boss, and Tower Head shall act directly under the race director and the Concessions Manager to the President.

**FLAGGER** – The flagger shall be a QMA member who is willing to assume the responsibility of this position. They shall handle the flags in such a manner as to ensure a safe, fast and continuous race and they shall have the authority to stop the race or black flag any car in accordance with the QMA flagging procedures. Driving infractions will be the responsibility of judges and the flagger will act on these decisions.

**PIT BOSS** – The pit boss will be a member(s) who is capable and willing to assume the responsibility of this position. The pit boss shall control all activities in the pit area that affect the race schedule.

**TOWER HEAD** – The tower head, appointed by the president and confirmed by the board of directors, will run the operations in the tower in accordance with the guidelines in the scoring procedures. The tower head shall appoint an assistant to assume tower responsibilities in their absence.

**Concessions Manager** – The Concessions Manager, appointed by the president and confirmed by the board of directors will be responsible for the clubs retail sales operations. They will be responsible for reporting all income and expenses to the treasurer at the end of each race day and to help determine the amount to be deposited. The Concessions Manager shall appoint an assistant to assume responsibilities in their absence.

## **Section 2**

Provision is made for the formation of a drivers club to be under the direction of the board of directors.