

# BY-LAWS

## WASHINGTON QUARTER MIDGET ASSOCIATION

### ARTICLE 1 NAME AND PURPOSE

#### Section 1

The name of the corporation shall be Washington Quarter Midget Association, also known as 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 Seattle Children’s Hospital and Research Foundation, federal tax ID 91-1156519, or another children’s charity that qualifies under section 501 (c)(3) of the Internal Revenue Service Code.

These by-laws dated November 4, 2016 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 by 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 by 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. Membership dues are as follows:

On or before October 31 (or new members at any time):

Regular membership with WQMA as home club: QMA national Regular dues plus \$110 club dues

Regular membership with WQMA as associate club: \$110 club dues  
Alternate Handler membership: QMA national Alternate Handler dues

After December 31 (renewing members only):

Regular membership with WQMA as home club: QMA national Regular dues plus \$125 club dues  
Regular membership with WQMA as associate club: \$125 club dues  
Alternate Handler membership: QMA national Alternate Handler dues

### **Section 3**

The membership year is from January 1 to December 31.

## **ARTICLE 3 PRIVILEGES**

### **Section 1**

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

All Regular 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.

Member in good standing is defined as follows: any member that has paid all local and national dues, fees, fines, and has completed all duties required by the club and organization, and is not currently serving a suspension.

### **Section 2**

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

### **Section 3**

**Current WQMA members are to be given the access code to the racing facilities of WQMA. The access code is to be changed at the beginning of each membership year under the direction of the board of directors.**

### **Section 4**

#### **Member Work Rule**

Except in years when WQMA hosts a Grand National Event, each membership year each family with a Regular WQMA membership must contribute a minimum of ten (10) hours of volunteer work to the club by participating in club work parties or other activities approved by the board of directors or the president. Regular members joining after May 31 and families in their Novice year, must contribute a minimum of five (5) hours. 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 fourteen (14) days prior to the first day of the Grand National Event for that Regular member family to receive any club member benefits, including parking, which are related to the Grand National Event.

In lieu of the work hours, a Regular member family may satisfy the Member Work Rule requirement with a penalty fee of no less than \$250 to the club that is not related to any other club fund raising efforts. A penalty paid in lieu of the work 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 or the president 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 members of the board of directors (henceforth referred to as board members), will be escorted from the event and/or suspended for a period determined by the board of directors.

### **Section 2**

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 a subsequent special meeting to reconsider his removal. Said subsequent special meeting shall be held within 30 days after it has been requested and must be preceded by notice of the meeting, which sets forth the reason for which the meeting was called. For the purpose of the subsequent special meeting, 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.

### **Section 2**

**SPECIAL MEETINGS** – A special meeting of WQMA members may be convened at any time by the board of directors and shall be arranged within seven (7) days from the receipt of a requisition in writing signed by not less than ten (10) WQMA members in good standing, specifying the subject of the meeting to be convened, and notice of such special meeting shall be sent to the members no less than fourteen (14) days before the scheduled meeting.

### **Section 3**

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

### **Section 4**

**NOTICE OF MEETINGS** – All members shall receive notice of all meetings. Notice shall be given at least seven (7) days before the date of said meeting. Email will be recognized as written notice. Optionally, telephone notification shall take place at least five (5) 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.

### **Section 5**

**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.

### **Section 6**

**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 board members. Each and every director must be notified of any special board meeting, and the subject matter prompting the meeting. If there are decisions to be made by the board of directors between scheduled meetings, they may be made via email and will be recorded in the record of meeting minutes.

### **Section 7**

**REMOVAL OF DIRECTORS** – Any director may be removed from office at any time for cause 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 board member so removed may call for a subsequent special meeting 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 reason for which the meeting was called. For the purpose of the subsequent meeting, a majority vote of the members in attendance is required to sustain the removal from the board of directors.

### **Section 8**

**QUORUM** – Board of Directors: a minimum of five (5) board members shall be present for the transaction of any business of the organization at any regular or special board meeting.

### **Section 9**

**QUORUM** – Membership: A minimum of five (5) non-board Regular and three (3) board members shall constitute a quorum, unless otherwise specified.

### **Section 10**

PARLIMENTARY AUTHORITY - The rules contained in Robert's Rules of Order shall be used as a reference for 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 Quarter Midgets of America, Inc. and will abide by the rules and regulations therein.

All the rules and regulations governing the conduct of races 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 through October 31.

### **Section 2**

A review of WQMA financial records will be conducted in October of each year by a committee consisting of two (2) board members and two (2) Regular WQMA members who are not on the board of directors. The Treasurer will not be on this committee but must be available in person, by phone, or by video to answer questions. This committee will report its findings at the annual meeting.

### **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 nomination of members for a position on the board of directors shall open at the September business meeting. 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. At the time of election, each board of director candidate shall be a member in good standing, having already met all financial and volunteer obligations for the current membership year, and shall have renewed his/her Regular membership for the following membership year. *\*\*No more than one immediate family member can serve on the board of directors at a time, unless the membership is 20 families or less. \*\**

Elections will be conducted by issuing to and collecting from each voting member one ballot at the October membership meeting. The President will select three (3) persons from the members present to serve as the tellers committee. The tellers committee will distribute, collect, and verify the ballots. The committee will select a chairperson who will oversee and confirm the counting of the votes cast for each position. The chairperson will prepare a written Tellers Committee Report of the election results to include the number of votes cast for each position and the number of votes received by each candidate. The chairperson will announce the names of the newly elected board members to the membership prior to the end of the meeting. The Tellers Committee Report will be given to the Secretary for placement in the official records of the corporation. New directors shall take office on November 1.

### **Section 3**

- 3 (A) **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 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.

- 3 (B) **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 shall 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.

- 3 (C) **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.

- 3 (D) **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 relating to bank accounts and financial transactions shall require two (2) of the three (3) signatures to be

legal. No transaction shall contain signatures belonging to members who are related within one degree. During those years when multiple signatories are related, the board of directors shall appoint an additional, unrelated board member to be added as a signatory. The treasurer shall maintain an asset register showing all equipment.

- 3 (E) 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 and must have a minimum of two years verified racing experience in quarter midget racing.

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.

- 3 (F) 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, are able to handle themselves and their cars in a safe manner on the track, and understand the basics of the club and how it operates.

Requested training dates must be submitted to the race director and secretary at least fourteen (14) days prior to start date of the class. This is for the purpose of informing club members of track closure dates.

- 3 (G) TECHNICAL DIRECTOR- The membership shall elect, from their own number, a technical director. The technical director shall appoint a committee, consisting 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 engine racing on our track without prior notice.

- 3 (H) 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 the safety director feels that the safety of the drivers, handlers, or spectators is in jeopardy, the safety director may at his discretion, stop the race or time trials. The safety director is responsible for the safety inspection of any and all cars at any given time during a race day and is also responsible for seeing that all drivers have the proper safety equipment.

The safety director shall be responsible for arranging for a minimum of two (2) club members to safety cars on race days/weekends until sign-ins are closed.

- 3 (I) 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 Regular 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 three (3) years' experience within the club and satisfies the requirements of a board of director candidate. This position will be a one (1) year position and reappointed each year there is not a past president to fill this role.

#### **Section 4**

In the event a board of directors position is not filled, the incoming board of directors will appoint, from the Regular membership, a member who satisfies the requirements of the position to fulfill 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. The Concessions Manager and Merchandise Manager shall act directly under the President.

- 1 (A) FLAGGER – The flagger shall be a current QMA member, either Regular or Alternate Handler, who is willing to assume the responsibility of this position. The flagger 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.
- 1 (B) PIT BOSS – The pit boss shall be a current QMA member, either Regular or Alternate Handler, 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, including but not limited to the verification of each driver's safety gear and timing of the start of each race.
- 1 (C) 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 his/her absence.
- 1 (D) CONCESSIONS MANAGER – The concessions manager, appointed by the president and confirmed by the board of directors, will be responsible for the club's café operations, including the stocking, staffing, and maintenance of the concession stand. The concessions manager 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 his/her absence.



- 1 (E) **MERCHANDISE MANAGER** - The merchandise manager, appointed by the president and confirmed by the board of directors, will be responsible for the club's merchandise operations, including the stocking, staffing, and maintenance of the merchandise stand. The merchandise manager 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 merchandise manager shall appoint an assistant to assume responsibilities in his/her absence.

**Section 2**

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