

**BYLAWS OF THE
HUNTSVILLE QUARTER MIDGET
ASSOCIATION
January, 2010**

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ARTICLE I (Membership)

SECTION A

Eligibility: Any family, man and/or woman, with or without children, whose interests are consistent with the purposes and objectives of the Huntsville Quarter Midget Association, Inc., is eligible for membership.

SECTION B

Admission: Admission to the membership shall be by the vote of the Board of Directors; seven negative votes shall be sufficient to reject an application for membership. Applications favorably considered will be forwarded to the Secretary, who shall notify the applicant of selection for membership, and applicant shall enjoy all privileges of membership upon completion of the following:

1. Application is made in writing. (Forms maintained by HQMA Secretary)
2. Signing a statement indicating he/she has received, read and understands the HQMA Constitution and Bylaws, including the HQMA Racing Rules and Specifications.
3. Payment of membership dues.
4. During the HQMA training course, the Training Director will notify the Board of Directors of a new membership and has the authority to take a vote by phone for membership approval.
5. Drivers have completed the approved HQMA training course, or satisfactorily demonstrated to the Training Director their driving ability.
6. **A photocopy of a birth certificate is required for all drivers and members under the age of 21.**

SECTION C

Termination of Membership may be:

1. By written resignation to the President, who will accept such only from members in good standing. Dues (HQMA and QMA) are not refundable except in extraordinary cases. The HQMA Board of Directors shall rule on each request for refunds.
2. By non-payment of dues and insurance premium assessment prior to January 1 of each year.
3. For other causes: Members whose activities and purposes have been proven to be incompatible with those of HQMA shall be removed from membership by two-thirds majority vote of the eligible voting members present.

Section D

Reinstatement of Membership:

1. Active membership terminated through resignation shall be renewed in accordance with ARTICLE I, Section B - Admission.
2. Membership terminated through non-payment of dues may be renewed contingent upon these Bylaws and after full payment of dues and insurance.

Section E

Classification of Membership:

1. Active: Members who have satisfied ARTICLE I, Section
2. Provisional: Members who have associate QMA membership for the sole purpose of novice training. Provisional members will not have

- HQMA privileges until their membership has been upgraded to active in accordance ARTICLE I, Section B - Admission.
3. Honorary: Non-Members given Honorary Membership in recognition of distinctive and outstanding services to HQMA.
 - a. Nomination for honorary membership shall be made to the Board of Directors accompanied by full description of the conditions supporting the recommendation. A two-thirds majority vote of the membership present at the meeting is required.
 - b. Honorary membership shall be for life and shall have full membership privileges. HQMA shall pay any assessed dues.
 - c. Honorary membership may be rescinded at any time by a majority vote of the membership or when the honorary member is deceased.
 4. **A regular membership is defined as husband, wife, or couple cohabitating (driver's license is required by QMA for verification) and all drivers/non-drivers under the age of 21 years of age of that immediate family that live in the same household. Upon their 21st birthday, they must join as a Regular/Alternate member.**
 5. Associate Members: Any member of QMA that has joined at another QMA track is eligible for Associate Membership. Associate members are eligible to compete for HQMA Track Championships but do not have a vote in club matters.
 6. **Alternate Handler is a membership opportunity for an individual which allows access to all areas at the track. Alternate Handlers do not have a vote in club matters.**

Section F

Duties of Members:

1. All members shall be obligated to participate in the endeavors of HQMA and be responsible for performing all other duties as prescribed in these Bylaws.

2. HQMA, Inc. is obligated to the limits of the assets and insurance carried by the corporation for any and all liability incurred through the functions and performance of any authorized acts of the Corporation.
3. All members of the HQMA are responsible for payment of any and all fees assessed by the bank for any check they may have written which was not honored by the bank. After the second offense within one year, that member is on a cash-only basis.

ARTICLE II (Dues and Finances)

SECTION A

Initiation Fee: None.

SECTION B

Annual Dues:

1. Annual dues (QMA, HQMA and insurance assessment) shall be determined at the September meeting. If the insurance assessment must be adjusted to pay the amount of the insurance, a re-assessment will be made at the January meeting and each family will be billed for the adjustment.
2. Dues are payable during the period of October 1 to December 31 each year. Current members whose dues are not paid prior to January 1 shall be dropped from the association rolls.
3. New members joining the Association after January 1 but prior to September 1 shall pay the full year dues and insurance assessment. Those joining the Association on or after September 1 shall pay the full year dues and insurance assessment, but these dues shall be considered as dues and insurance paid for the next membership year of January 1 to December 31.
4. If an adjustment is required to the insurance assessment, all members shall be responsible for payment of said adjustment within 30 days of

notification. A membership is not considered complete until all dues and insurance assessments have been fully paid.

SECTION C

Pit Fees: An entrance pit fee for each sign-in will be paid at each meet attended prior to qualification runs. Pit fees will be determined by the general voting membership at the January meeting.

Revision: Pit Fees will be paid upon registration for each event.

SECTION D

Insurance Fees:

1. The insurance policy period runs from January 1 to December 31 each year. Insurance fees for the coming policy period will be assessed at the next membership meeting after notification of the insurance rates by the national QMA board.
2. Insurance requirements for provisional members (ARTICLE I, Section E) begins upon QMA membership acceptance by adding the family to the HQMA insurance program. After approximately three training sessions but prior to novice graduation, this provisional membership must be upgraded to active. At this time, the prospective members are no longer entitled to refund of the annual HQMA insurance assessment or HQMA membership dues.

ARTICLE III (Term of Offices)

The term of offices or chairmanships shall be for one year, or until the successor is elected or appointed to serve the remainder of the current term. A term of office begins and ends at the Drivers Award Banquet following the last race of the season.

Per QMA, each club bidding for the next year's Grand National event is required to include in their proposal a statement to the effect that the host Club's Board of Directors will remain in office during the National year as assurance to the membership of QMA

that all agreements and proposals will be fulfilled as stated in the Grands contract.

ARTICLE IV (Vacancies)

Section A

In case of a vacancy in the office of President, the Vice President shall temporarily become President until a new election is held, within 60 days. At such time, the Vice President has the right to remain Vice President or become President. A new election will be held for the vacant office.

Section B

Vacancies in any elected office or directorship shall be filled by majority vote of the eligible voting membership present at the meeting in which the election is held, within 60 days of the vacancy, in accordance with ARTICLE XIII, Section B

Section C

The President may appoint an interim replacement as necessary up to a maximum of 60 days.

Section D

Elected officials may be removed from office by a request to the Board of Directors by any five active members exclusive of the seven elected officials. A special recall meeting shall be held with a notification to the membership mailed 14 days prior to the meeting. A quorum is not required, but a two-thirds (2/3) majority of eligible voting members present at the meeting is required for the recall to pass.

ARTICLE V (Officers)

Section A

The officers of the Huntsville Quarter Midget Association shall be a President, Vice President, Secretary, Treasurer, Public Relations and Technical Director.

1. The President, Vice President, Secretary, Treasurer, Public Relations and Technical Director shall be elected at the October meeting of each year.
2. The Parliamentarian, Safety, Training, Pit Stewart, Concessions, Maintenance and Webmaster shall be appointed by the President in the year that he assumes office and shall serve for a one year term ending at the Drivers Awards Banquet held in December.

Revised: Add - The Board of Directors may ask for the resignation of all appointed position. A 2/3 majority of the Board of Directors is required prior to any request for resignation.

3. The President, Vice President, and Treasurer shall initiate signature cards at the HQMA designated financial institutions(s) for administering checking accounts, saving accounts, bonds, certificates of deposits (CD's), and all other negotiable assets. The disposition of checking accounts, savings accounts, bonds, CD's or any other negotiable assets will be subject to membership approval.

Section B

Eligibility: Any member of the Association shall be eligible for election to any office, provided he/she:

1. Is in good standing regarding his financial obligations to HQMA (for purposes of these Constitution and ByLaws, a member in good standing shall herein be referred to as having all dues and fees paid in full).

2. The President, Vice President, Secretary and Treasurer is a member in good standing for a period of at least three months of a racing season prior to the election of officers.

Section C

1. The Board of Directors may ask for the resignation of any appointed position. A 2/3 majority of the Board of Directors is required prior to any request for resignation. If the individual refuses to resign, the membership will vote at the next membership meeting as to whether the individual will be removed or retained.

ARTICLE VI (Duties of Officers)

Section A

The President shall:

1. Preside at all meetings of the Association and the Board of Directors.
2. Fill all appointed positions listed in Article V, Section 2 prior to the January meeting.
3. Call special meetings of the Association at his/her discretion, subject to the limitations of Article X, Section D.
4. Appoint all committees not otherwise provided for.
5. Appoint chairmen of all standing committees.
6. Make provisions for the discharge pro tempore of necessary duties of absent or suspended officers or Directors.
7. See that the regulations of the Association are enforced.
8. Carry out assignments and instructions given to him by the vote of the Association or the Board of Directors.
9. Appoint replacements as necessary in any appointive office or committee.

10. Serve as an ex office member of all committees except the Nominating Committee.
 11. Countersign checks drawn by the Treasure on the Association.
 12. Advise the Regional Director of all race schedules.
 13. Counter, with the Secretary, all legal documents of the Association by which the Association shall become bound legally to third parties, and only after receiving appropriate authorization from the Board of Directors and/or Association.
1. Shall be bonded in the amount designated by the HQMA Board of Directors, cost to be assumed by the Association.

Section B

The Vice President Shall:

1. Be an aide to the President and, in case of the absence or disability of the President, shall pro tempore assume and perform the duties of the President
2. Serve as Race Director.
3. Appoint a flag person, judges and corner persons for all races.
4. As Race Director, the Vice President shall govern the conduct of all races and make final decisions concerning the races.
5. Co-sign checks drawn on the Treasury in the event the President is not available.
6. Shall be bonded in the amount designated by the HQMA Board of Directors, cost to be assumed by the Association.

7. For cause, which necessitates the Vice President absence, he will be responsible for notifying, in the order listed below, said Director to assume the position of Race Director. He will also be responsible for notifying the President as to whom will be acting Race Director for that race date.
 - a. Pit Stewart
 - b. Technical Director
 - c. Safety Director
 - d. Training Director
 - e. Public Relations Director
8. Prepare and present, for membership approval, a proposed race schedule for the HQMA Regional Races and their alternative location at the January meeting.
9. Prepare and present a proposed race schedule, for membership approval, upon completion of new track and approval to start the new season from the Regional Director.

Section C

The Secretary Shall:

1. Keep records of the proceedings of all HQMA general membership and Board of Directors meetings.
2. Issue notices of meeting and agendas at the direction of the President.
3. Administer the correspondence of the Association.
4. Have custody of all legal records, reports and documents of HQMA, both incoming and outgoing.
5. Keep an inventory of all property of the HQMA Association. To include an inventory list of HQMA owned tools and equipment that is used by an individual in the execution of their offices elected duties. At the beginning of each year to be signed out by person/persons responsible for those items, at the end of each year to be signed back in to the care of the club Secretary.

6. Process membership applications and issue driver and insurance cards.
7. Compile, maintain, publish and distribute an up-to date membership roster of all members and committees.
8. Countersign with the President all legal documents of the Corporation by which the Association shall become bound legally to third parties, and only after receiving appropriate authorization from the Board of Directors.
9. Maintain a master copy of all keys used by the organization.
10. Provide Scoring Director a list of active members no later than the first race day and update as necessary.

Section D

The Treasurer Shall:

1. Collect fees, dues, insurance premiums and all other monies.
2. Render a detailed written financial report at each scheduled meeting of the Association.
3. Present an annual financial report at the annual meeting (last meeting of the Calendar year).
4. Pay the bills of the Association only after approved by the vote of the Association or upon orders or warrants signed by the President.
5. Serve as a Chairman of the Finance Committee.
6. Submit annual reports for audit.
7. Be authorized to pay all approved bills up to the time the successor is installed, thereby submitting a supplemental report for audit.
8. Transfer ledger and accounts to successor not later than the first membership meeting of the Calendar year.

9. Transfer all closed ledgers and other permanent legal documents to the Secretary for inclusion in the Association's permanent files.
10. Issue checks on the Association bank account.
 - a) File with the Internal Revenue offices reports of State and Federal income and tax, as applicable to nonprofit organizations.
 - b) Deposit all monies in such banking institution or institutions as shall be determined by the Board of Directors.
 - c) Shall be bonded in the amount designated by the HQMA Board of Directors. Cost to be assumed by the Association.
 - d) **The Treasurer shall not issue payment or execute any club checks made directly to him/herself. The Treasurer shall present all information to Vice Pres. or President.**

Section E

The Parliamentarian shall:

1. Be well schooled in parliamentary procedures and shall have a thorough knowledge of the Constitution, ByLaws, and Racing Rules and Procedures of HQMA.
2. Advise the President and the Board of Directors on matters of parliamentary procedure.
3. Have all the rights and privileges of an officer at meeting of the Board of Directors except the right to make motions or the right to vote. The Parliamentarian shall enjoy all privileges of membership at any membership meeting.
4. Shall serve as advisory member of any committee as the need arises.

Section G

Each outgoing officer shall, not later than the first membership meeting of each year, return all properties of the Association which he/she has in his/her possession, and the files and reports for that office, to the President or the newly elected successor of that office.

Section H

The Webmaster shall:

1. Maintain the website for the HQMA club to include posting of the general information concerning the club, contact information, track address, directions to the track, etc.
2. Update the website for the current racing schedule.
3. Update the website for current racing results.
4. Update the website for current championship points results.
5. Update the website for current membership information.
6. Update the website for the date and location of the future membership meetings.
7. Update the website with the meeting minutes from the previous membership meetings.

ARTICLE VII (Board of Directors)

Section A

The Board of Directors will consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and the following elected Directors; Technical, and Public Relation, plus the following appointed positions: Safety, Training, Scoring, Pit Steward, Concession, Maintenance and Webmaster.

1. The Board shall be subject to the orders of the Association and none of its acts shall conflict with the actions taken by the Association.
2. It shall have the power to act for the Association between meetings as occasion may require.
3. The Board shall advise the Association at each regular meeting of any actions it has taken on behalf of the Association.
4. It shall appoint an audit committee to audit the Treasurer's records, which will consist of the outgoing and incoming treasurer and the auditor(s).
5. It shall receive membership applications and process in accordance with provision of these ByLaws.

Section B

Agenda will be emailed to BOD two days prior to the association meeting, to assure that the agenda is set prior to the regularly scheduled association meeting. Minutes will be posted to the website within 14 calendar days. Hard copies of the previous membership meeting will be available at the next membership meeting.

Section C

Special meetings of the Board of Directors may be held at the call of the President, or shall be held on petition of any five members of the Board. Minutes will be posted to the website within 14 calendar days. Hard copies of the previous membership meeting will be available at the next membership meeting. A concerted effort shall be made to notify all board members of impending meetings.

Section D

Any Committee Chairman may be invited by the President to attend any meeting of the Board in an advisory capacity. Such persons shall have the privilege of the floor, but shall not vote.

Section E

The Board of Directors shall not nullify or modify any action of the Association.

Section F

Fifty percent (50%) of the membership of the Board shall constitute a quorum.

Section G

Neither the Board of Directors nor any of its members, **individually or together**, shall be authorized to transact or obligate the HQMA, Inc., to legal matters involving financial obligation that has not been previously approved in the HQMA Budget or without prior approval of the majority of the membership when the financial obligation is in excess of \$150.00. **The authority of \$150 is limited solely to each officer and not to be combined with other officers so as to avoid a club vote on any purchase(s), transactions, or other financial obligations over \$150.**

ARTICLE VIII (Directors)

Section A

There shall be the following directorships:

1. **Technical**: Responsible for seeing that the QMA Rules and Specifications and the HQMA rules concerning engines, cars, and equipment are adhered to.
2. **Safety**: Responsible for all aspects of safety to include, but not limited to, QMA and HQMA rules, regulations and specifications.

3. **Training:** Responsible for conducting the Novice Training Program, insuring that only well-informed and well-trained students graduate, **with final approval from the Regional Director.** He/She coordinates the HQMA family sponsorship program and coordinates the necessary repairs of the training equipment; the cost of which is paid by the Association. He/She shall assist in administering the provisional membership applications and insurance coverage for novice drivers. Shall be responsible for all novice weekly race awards and be responsible for training parent/parents (that are listed on QMA/HQMA membership application) the judging procedures for quarter midget races.

4. **Public Relations:** Handles all publicity for HQMA, including all radio, TV, and newspaper announcements of race results. Responsible for all promotion of HQMA racing activities, including displays, printed programs for sanctioned events, and other promotional material as instructed by the general membership. He/She shall be responsible for the sanction event trophies only. Shall be responsible for coordination of all sponsorship monies, their collection and submission to the Treasurer.

5. **Scoring:** Shall be the head scorer. Responsible for furnishing all scores, callers, and lap counters at each race, keeping accurate and consistent records for the permanent files of the Association. Shall be responsible for training parent/parents (that are listed on QMA/HQMA membership application) the scoring procedures for quarter midget races. Responsible for keeping time as required in the Standing Rules regarding rules for racing, qualifying, and so forth. After each HQMA race, provide race results and point standings to the Webmaster for posting on the website.

6. **Maintenance:** Responsible for organizing and/or performing the general maintenance of all HQMA facilities and property. Responsible for coordination and direction of track cleanup events. Responsible for assuring that all housekeeping activities have been

maintained, including rest room and trash cleanup. Maintain a complete set of keys to all organization facilities.

7. **Concessions:** Responsible for operating all concessions at HQMA sponsored events, shall maintain an inventory of goods, shall be accountable for all monies from concessions, shall maintain regular books, shall turn in all profits to the Treasurer with a report of same to the President, and shall request an audit of said books each time a change in chairmanship occurs. **The Concession Stand Director shall not reimburse him/herself from the monies from the concession stand. Any reimbursement shall be made by the Treasurer.**

8. **Pit Steward:** Responsible for the lining-up of cars in all races; maintenance of refueling stations at QMA sanctioned events, keeping cars in assigned pits, and in the staging area.

ARTICLE IX (Committees)

Section A

The President will appoint a Social Committee and Chairman. This committee will be responsible for coordinating social activities of the organization, such as the annual awards banquet, special race events, and track decoration.

Section B

Other committees may be appointed by the President as occasion and necessity may require.

ARTICLE X (Meetings)

Section A

Monthly meetings shall be held, dates and locations to be determined. All club members to be notified at least 2 weeks prior.

Section B

The last meeting of the Calendar Year shall be for the purpose of installing newly elected officers, and shall be the Annual Meeting of the Association, and the Drivers Banquet.

Section C

The first regular meeting of the Calendar Year shall be for the primary purpose of presenting annual reports, and the first meeting for adopting or rejecting Revisions to the By-Laws. Any other club matters may also be addressed.

Section D

Special membership meetings may be called at any time by the President, or upon request to the President from any five active members, exclusive of the four elected officers. The time and place will be sent to the membership, in writing **via email and posted on website**, 10 days prior to the meeting.

Section E

For any membership meeting of the Association, a quorum is not required. Any motion brought to a vote will require two-thirds (2/3) majority of the eligible voting members present at the meeting to pass. A roll call will be conducted when the meeting is called to order to determine the number of voters present.

ARTICLE XI (Representation)

Section A

Each active adult member of a family shall have one vote regarding any and all business before the membership. An adult is defined as any active member, aged 16 or over, living in the same household. However, no more than two votes per family membership will be allowed.

Section B

No member of the Board of Directors shall have more than one vote, regardless of dual capacities held.

ARTICLE XII (Nominations)

Section A

The Nominating Committee shall consist of at least three people, but no more than five, elected by the general membership at the September meeting of each year. The Chairperson will be decided by vote among the Nominating Committee. The president shall not be on the Nominating Committee.

Section B

The Nominating Committee shall prepare a slate of officers and Directors to present to the Association for election purposes at the October meeting. The Nominating Committee shall be governed by the following rules:

1. At least one name shall be placed on the election slate for all elected positions.
2. The consent of the nominees must be secured before their names may be presented.
3. Eligibility limitations are provided for in these ByLaws.
4. Prepare printed ballot of slate of officers and Directors.
5. The Chair of the Nominating Committee shall serve as Chair of Tellers at the election, tellers being appointed at the election meeting by the President.

ARTICLE XIII (Elections)

Section A

Elections shall be held at the October meeting of each year.

Section B

The following procedures shall be followed in presenting the nominations:

1. The Chair of the Nominating committee shall present the slate of nominees for office and Directorship, as provided for in Article XII.
2. The presiding officer shall call for nominations from the floor, for each office separately.
3. No one may be nominated from the floor whose consent has not been previously secured.
4. Voting shall be restricted to active members in good standing.
5. Voting by proxy shall not be allowed.
6. Each adult member of a member family shall have one vote. However, no more than two votes per family membership will be allowed.
7. A membership roll call will be taken prior to the election process.
8. Voting shall be by ballot, except in the case that only one candidate for each position is nominated; the election may be by voice vote.
9. A majority of votes cast for any particular office shall constitute an election. In the event no candidate receives a majority of the votes cast, a second ballot shall be taken immediately on the two candidates receiving the highest number of votes. The tellers shall announce the results of the vote count and will be included in the meeting minutes.

ARTICLE XIV (Amendments)

Amendments of the ByLaws shall be submitted to the Secretary at any time, but not later than 3 weeks prior to these meetings. Revisions will be adopted or rejected during the January and May meetings.

Proposed amendments will be distributed to the membership two weeks prior to these meetings. Approved changes will be indicated by bold print and underlining. Also, a change sheet signed by the President (or Chairperson) will be added to the end of the ByLaws.

ARTICLE XV (Parliamentary Authority)

Section A

1. All members will be held to the QMA Code of Conduct.
2. All members will be held to the HQMA Code of Conduct.

Section B

HQMA is a local club chartered by the Quarter Midgets of America, Inc. National QMA publishes a Rule Book each year and sends a copy to each member. QMA rules and policies supersede any HQMA rules/policies if there is a conflict.

I certify that I have read the attached ByLaws of the Huntsville Quarter Midget Association, Inc. and that all amendments approved by the membership have been incorporated.

President.....Tim Keller

Date.....February 3, 2010

BYLAW AMENDMENT PAGE

The following is an example of how amendments need to be submitted for a vote at the January and May meetings:

**Amendment #1; Article VIII, Section A, Number 3: Add the following:
“Shall be responsible for all novice weekly race awards”**

Change Page

Article 1, Section B 3. **Remove** “and driver insurance premiums”.

Article 1, Section B 6 **Remove** “Proof of age is required, (birth certificate, passport, ID card, etc.) upon application for new membership, for each prospective driver.” **Change to read:** “ A photocopy of a birth certificate is required for all drivers and members under the age of 21,” **to match QMA rulebook.**

Article 1 Section E 4 and 6: **Added definitions of memberships from QMA rulebook:** A regular membership is defined as husband, wife, or couple cohabitating (driver’s license is required by QMA for verification) and all drivers/non-drivers under the age of 21 years of age of that immediate family that live in the same household. Upon their 21st birthday, they must join as a Regular/Alternate member.

Alternate Handler is a membership opportunity for an individual which allows access to all areas at the track. Alternate Handlers do not have a vote in club matters.

Article III **Added to match QMA rulebook:** Per QMA, each club bidding for the next year’s Grand National event is required to include in their proposal a statement to the effect that the host Club’s Board of Directors will remain in office during the National year as assurance to the membership of QMA that all agreements and proposals will be fulfilled as stated in the Grands contract.

Article VI Section D 10d **Added:** The Treasurer shall not issue payment or execute any club checks made directly to him/herself. The Treasurer shall present all information to Vice Pres. or President.

Article VI Section F **Remove** “Each officer shall prepare a report of his work, which shall be presented at the HQMA annual meeting, furnishing a copy to the Secretary for the Association’s permanent records.”

Article VII Section G **added** “Individually or together” and “The authority of \$150 is limited solely to each officer and not to be combined with other

officers so as to avoid a club vote on any purchase(s), transactions, or other financial obligations over \$150.”

Article VIII Section A 3 **added at the direction of QMA Vice-President:** “with final approval from the Regional Director.”

Article VIII Section 7 **added:** “The Concession Stand Director shall not reimburse him/herself from the monies from the concession stand. Any reimbursement shall be made by the Treasurer.”

Article X Section A **condensed to :** “Monthly meetings shall be held, dates and locations to be determined. All club members to be notified at least 2 weeks prior.”

Article X Section D **added:** “via email and posted on website,”

Article XV Section B **added:** “HQMA is a local club chartered by the Quarter Midgets of America, Inc. National QMA publishes a Rule Book each year and sends a copy to each member. QMA rules and policies supersede any HQMA rules/policies if there is a conflict.”