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CAPITOL QUARTER MIDGET ASSOCIATION
Rules and Bylaws

RULES AND REGULATIONS

All QMA rules apply unless a specific CQMA rule exists.

TRAINING RULES

1. Training sessions will be announced via the website and the hotline with as much advance notice as possible,
2. After attending three (3) training sessions, if a driver is qualified and passes, he/she will go to the Novice Class.
3. All trainees will be members in good standing.
4. Closing of the Training Classes for the year is up to the discretion of the Training Director.
5. Trainees must sign a waiver before every session.

NOVICE PROGRAM

The Novice program will fall under the direction and control of the Regional Director.

NOVICE COMMITTEE

The Novice Committee is made up of the President, Race Director, Tech Director, Safety Director and Novice Trainer. If one of these members holds two positions they must designate an alternate.

GENERAL RULES.

1. There will be no practicing until after the car has signed in.
2. A general membership meeting will be held once a month.
3. The safety rules prevail on practice nights as they do on race dates.
4. Car handler is responsible to have a fire extinguisher in the infield during practice. All practicing drivers must be members of QMA.
5. All CQMA memberships expire at midnight on December 31st of each year.
6. All handlers and drivers are responsible to help with clean up on race days. Everyone is responsible for cleaning up their own area in the pits.

TRACK RECORDS

1. Track records may be established at any racing event where qualifying occurs.
2. Any car breaking a track record at an event will be subject to full inspection by the Tech Director at the end of the race.
3. The Tech Committee will determine the extent of the tear down.
4. The car must pass tech for the new record to be upheld.

PROTESTS

1. Protesters must conduct themselves in a calm and civilized fashion as deemed by the Race Director for their protest to be considered.
2. Any protests must be made in writing within one (1) hour of completion of the race.
3. Protests must indicate what rule has been violated or improper scoring incident.
4. Protests must be made to the Race Director only.
5. Any person protesting to an official other than the Race Director may be suspended from further participation at the discretion of any two members of the Board of Directors.
6. Any written race protest to the Race Director that is not settled at the track may, at his discretion, be brought before the Board of Directors for a decision where a majority vote prevails.
7. All protests must be signed by the protestor.

HANDLERS

1. It is the handler's responsibility if his/her driver is injured while on the track.

WORK PARTIES

1. The Track Foreman will schedule all work parties.
2. All CQMA members must participate in scheduled work parties, in each half of the racing season to be eligible for year end awards. See Racing Rules for further information

JOB DESCRIPTIONS

RACE DIRECTOR

1. Ensure all time schedules are adhered to. (Pit meeting, start of practice, etc.)
2. At his/her discretion, assign any detail or job to any member present to assure a successful race program.
3. Set up and store the timing device before and after qualifying.
4. Conduct the Handlers and Drivers Meeting prior to the first race every race date.
5. Ensure compliance with all applicable rules and regulations by each participant at any CQMA or QMA event.
6. Maintain and calibrate scales and timing device, ensuring that they are in proper working order prior to race day.
7. Accept in writing all signed protests. Refer to PROTESTS #1.
8. Is in charge of all racing activities and officials at the track.
9. Any questions regarding judging decisions or disqualifications will be answered by the Race Director.

TRACK FOREMAN

1. Is responsible for all matters pertaining to the condition and maintenance of the track.
2. Is responsible to make out a work party list to assign members to prepare and clean up the track as necessary.
3. Ensures that all members are notified of special project work parties at least 2 weeks in advance.
4. Ensures all equipment, including fire extinguishers, has been properly placed and the track and surrounding areas are in "racing condition" by the scheduled time.
5. Coordinates job assignments to members with Race Director, ensuring that no member is assigned too many tasks.
6. At his discretion, assign any member present, any job or detail.
7. Coordinate with the Safety Directors on any matters pertaining to track safety.
8. To be in charge of all members and activities during work parties.
9. May appoint an alternate when necessary.
10. The Vice President will delegate clean up responsibilities on race days.

PIT STEWARD

1. Coordinate with the Race Director to ensure that all schedules are met.
2. Make every effort to keep the cars lined up in the chute during qualifying.
3. Make every effort to ensure that the next race is lined up in the chute in proper order.
4. Maintain proper discipline in the on chute and make every effort to keep unauthorized persons out of the pits.
5. Coordinate with Sign in and Scorekeepers as required.

TECH DIRECTOR

1. A car appearing at the track for the first time will be checked by the Safety Director or the Tech Director prior to being allowed to sign in.
2. May inspect any and all racing equipment for compliance with the technical specifications of QMA rules.
3. Should a track record be broken, the Tech Director will inspect the car for compliance with the technical specifications of QMA rules.
4. Will endeavor to assist fellow members whenever possible, and will actively support programs to upgrade the technical competence of club members.

5. Will abide by any technical rules and regulations of QMA.
6. Inspect engines at all events hosted by CQMA as required by rules of the event's organizing body (e.g. Monza or Region 10 rules).
7. Oversee fueling and tank sealing at all events hosted by CQMA as required by rules of the event's organizing body.
8. Oversee engine sealing at all events hosted by CQMA as required by rules of the event's organizing body.
9. Maintain any and all tools required to complete technical inspection of any QMA approved engine.
10. Consult the CQMA board to gain approval to repair or purchase new or replacement tools or scales or timing devices as required.
11. Purchase sealing paint and brushes as needed.
12. Ensure safe storage of tech tools after each race.
13. Arrange for purchase, delivery, and disposal of fuel for events hosted by CQMA as required by the event's organizing body.

TECH COMMITTEE

1. The Tech Committee is comprised of the elected Tech Director and 5 additional elected tech committee members.
2. Tech committee members will assist with inspection of engines, fueling, and sealing as required by rules of the event's organizing body.
3. If the Tech Director is absent, the race director shall appoint one of the tech committee members as acting Tech Director.

FLAGGING DIRECTOR

1. Ensure that the flags are on the track and the lights are in working order before any cars practice, qualify, or race.
2. Remove and store the flags after the last race of the day.
3. Maintain flags, ensuring that they are clean and not torn, etc. and notify the Board of Directors if replacements are needed.
4. Be present at the handlers meeting to introduce himself/herself and answer any questions.
5. The start of each race belongs to the flag person.
6. The Flag Person must ensure that they and any proxies they designate are versed in QMA rules regarding the flagging of practice, qualifying, and races.
7. Provide schedule of flaggers to the Race Director at the morning meeting if they are unable to flag the entire event.

TOWER DIRECTOR

1. Maintain records of all race results lap by lap. Score sheets will be signed by each scorekeeper and give to the Head Scorekeeper at the conclusion of each race.
2. Coordinate with Sign In and Pit Steward to ensure that schedules are kept throughout the day.
3. Be responsible for preparing and maintaining all necessary supplies and equipment in the tower. (E.g. Laptop, copier, printer, scoring sheets, etc.)
4. Consult the CQMA board to gain approval to repair or purchase new or replacement equipment for the tower.
5. Perform any other duties as required by the Race Director.
6. Remove and store timer at conclusion of time trials.
7. See that the time clock is in working order at all times and if necessary, send timer out for repairs.
8. Post and maintain current fast times for CQMA Track Records.
9. Post times turned by each driver during time trials at all sanctioned events.
10. The Head Scorekeeper must ensure that they and any proxies they designate are versed in QMA rules regarding the scoring of qualifying and races.

JUDGES

1. There will be three (3) judges per race at the discretion of the Race Director.
2. Should be versed in QMA judging standards and guidelines.

SAFTEY DIRECTOR

1. Set up, man, maintain, and store all safety devices before and after all races.
2. Inspect all cars new to the track, and will at his own discretion call for a safety inspection on any or all cars before or during a race.

SIGN IN

1. Open and close sign ins at specified times on race days.
2. Sign in cars and maintain records of same. This record is to be given to the Head Scorekeeper as soon as feasible.
3. Ensure all drivers have valid driver cards and all dues and assessments are current.
4. Receive and safeguard all money for sign ins. Said money with an accurate record will be turned over to the club Treasurer at the close of sign in.
5. Ensure that all cars have a completed and signed safety sheet at all QMA sanctioned races.
6. Sign in personnel will be responsible to acquire, maintain, and store all materials and equipment used in the course of the job.
7. Ensure that waivers are signed by handlers prior to sign in.
8. Coordinate with the regional director and the beginning of the racing season to ensure CQMA has the proper insurance forms to be used each race day.
9. Ensure that all insurance documents are signed by participants as required by national and CQMA rules. Forward insurance documents to the club secretary each day at the close of sign ins.
10. Be responsible for the \$75 in start up money.

PUBLICITY / WAYS AND MEANS

1. Gather ideas and organize fund raising projects
2. Take care of all publicity of all regular races and sanctioned events hosted by CQMA.
3. Work out plans for sport shows, open house, parade entries, and shopping center displays, etc.
4. Take care of planning of the club program and brochures.
5. Club should not enter into a political arena.

WEB MASTER

1. Maintain the CQMA web site.

TROPHY DIRECTOR

1. Buy all trophies and/or rebuild donated trophies to be presented.
2. Keep membership posted on costs and status of awards.
3. Submit bills to the Treasurer after each purchase.
4. Buyer's intentions will be brought before the membership any time an abnormal requirement exists at sanctioned events.
5. Buyer is responsible for the removal and storage of unused awards after each race.
6. Shall be responsible for the awards ceremony.
7. Coordinate with the Vice President prior to starting awards ceremony to ensure that the track and all surrounding areas are clean.

CONCESSION MANAGER

1. To buy, stock and operate concession stand in an acceptable manner
2. Maintain and store all equipment associated with the operation of the stand
3. Coordinate money needs and receipts with the club Treasurer
4. Concession manager may call on members for help as needed
5. Make out work party list to assign members to prepare, work in and clean u the snack bar as necessary

6. Concession manager is authorized to close the snack bar if help is not given by the membership when needed. Discretion should be used.
7. Be responsible for \$100 start up money

BOARD OF DIRECTORS

1. Conduct a meeting at the beginning of each year to consider the revision of rules and/or bylaws.
Refer to Article IX for method

CONSTITUTION AND BYLAWS

ARTICLE I – CONSTITUTION

Capitol Quarter Midget Association, a non-profit corporation, shall have its principal office for the transaction of business of the corporation at and in the County and City of Sacramento, California, or at any other location designed from time to time by club members.

ARTICLE II – OBJECTS OF ORGANIZATION

OBJECTS OF ORGANIZATION

To help perpetuate Quarter Midget racing as a national sport in the United States of America

To help surround it with such safeguards as will warrant absolute public confidence in its integrity.

ARTICLE III – MEMBERSHIP

3.10 MEMBERSHIP

3.11 Membership may be attained by written application to CQMA and upon approval of the of the Board of Directors. A membership may include both heads of the household. Each membership is entitled to one (1) vote if present, (One (1) Membership = One (1) Vote.)

3.12 Any individual belonging to two or more affiliate organizations must declare one (1) affiliate organization as his home club and membership in other clubs shall be declared associative

3.20 MEMBERSHIP DUTIES

3.21 This non-profit association relies solely on volunteer efforts for its survival. As such, each voting member should perform the following duties:

- a. Attend a minimum of six (6) membership meetings per calendar year.
- b. Participate in work parties.
- c. Participate in fundraisers, i.e. donating money, donating/soliciting raffle prizes, and soliciting trophy sponsors.
- d. Fill positions required to put on a race.

3.30 ADMISSION OF MEMBERS

3.31 All fees, dues and other money as may be required in becoming a member shall be included with the application for membership. Anyone joining after September 1st will have his or her dues carry over to next year.

3.32 Enrollment of driver in Training Program to be processed as per the Driver Training Program rules.

3.40 RULES AND REGULATIONS

3.41 All members and drivers are subject to the rules and regulations governing conduct. QMA specifications must be met before a car and driver will be eligible for Quarter Midget racing.

3.50 Bylaw and rule changes by the general membership must be proposed at a General Membership meeting and submitted to the BOD for review.

3.51 CERTIFICATION OF MEMBERSHIP

- 3.52 Member shall be supplied with a suitable identification as to being a Club Member through QMA.
- 3.53 Members' drivers shall be supplied with suitable identification through QMA.
- 3.54 Novice drivers shall secure a log book and see that it is kept in proper order.

3.60 VOLUNTARY WITHDRAWAL

- 3.61 Any member may withdraw from membership by tendering a written resignation to the President which shall include the current identification and membership certification cards together with full payment of any and all dues or other debts owed to the Club.

3.70 INVOLUNTARY TERMINATION

- 3.71 Membership in CQMA may be terminated as set forth in the QMA Code of Conduct.

ARTICLE IV – FINANCES

SOURCES OF REVENUE OTHER THAN DONATIONS

Membership in the Association shall require the payment of dues in the amount established at the beginning of each year plus membership in QMA. In addition to said dues, members must pay to the Association the amount set, per year and/or per race date, to be used by the Association to purchase insurance covering participant drivers in Quarter Midget races conducted by said Association.

With prior notice, assessments of voting members may be made for necessary causes and must have the approval of two thirds (2/3) of the General Membership present.

4.20 BUDGET

- 4.21 The Treasurer shall prepare a budget estimate at the beginning of each calendar year to aid the Club in its anticipated expenses.

4.30 FINANCIAL REPORTING

- 4.31 A complete audit of the books and records by the incoming Board of Directors shall be presented to the club no later than the March general membership meeting.
- 4.32 The Board of Directors is responsible for ensuring all tax returns and reporting to authorities is done within a timely and accurate manner.

ARTICLE V – OFFICERS

5.10 OFFICERS

- 5.11 The Officers of the Club shall be the President, Vice President, Secretary and Treasurer.
- 5.12 Officers shall be elected by the majority vote of all members present, a quorum having been established. Elections of the Officers shall be held by the General Membership Meeting in November and the term of office shall be one (1) year. Officers shall take office on January 1st immediately following the elections.
- 5.13 In the event of a vacancy caused by death, resignation or any other cause, a special membership meeting shall be called within fifteen (15) days to fill the vacancy.
- 5.14 All Officers shall be full members in good standing.

5.20 PRESIDENT'S DUTIES AND POWERS

- 5.21 The president shall be the chief executive officer of the club and shall manage all its affairs subject to the supervision and direction of the club acting through club meetings. He shall have the duty and power to enforce the club bylaws and rules adopted pursuant to these bylaws.

- 5.22 The President shall preside at all general membership meetings of the Club.
- 5.23 The President is a member of all committees.

5.30 VICE PRESIDENT'S DUTIES AND POWERS

- 5.31 The Vice President shall preside at all meetings in the absence of the President and shall, in the event of death, resignation or refusal or inability to act, perform the duties of the President. He shall assume such other duties or responsibilities as may be assigned to him.
- 5.32 Vice President is to assist the Race Director on race days.
- 5.33 The Vice President will delegate clean up responsibilities on race days

5.40 TREASURER'S DUTIES

- 5.40.1 The Treasurer shall have charge of and be responsible for all funds of the Club; shall receive all dues, fines, assessments and other revenues paid to the Club; shall deposit all such revenues in the name of the Club as directed; shall keep an accurate account of the receipts and disbursements of the Club; shall make such payments as ordered by the Club; and shall give such bonds, with such surety or sureties as the Club may require.
- 5.40.2 Collect, and issue receipts for, all monies after each race from sign-in, snack bar & raffle, except for the start up money for sign-in and snack bar.
- 5.40.3 Shall be responsible for working with the CQMA Board of Directors to develop a budget and Reimbursement Policy for the year.
- 5.41 Responsible for filing tax returns and reports to authorities.
- 5.42 Be responsible for safekeeping of all of the Club's financial records.
- 5.43 The treasurer shall be responsible for working with the CQMA Board of Directors to develop a budget and Reimbursement Policy for the year.

5.50 SECRETARY'S DUTIES

- 5.51 The Secretary shall have custody and care of the official records and papers of the Club; shall keep the minutes of the meeting of the Club and of the Board of Directors; shall cause all official notices to be duly given in accordance with provision of rules and bylaws or as required by law; shall prepare and furnish such reports as may be called for by the Club; and in general, shall perform all the duties incident to the office of Secretary and such other duties as may be required from time to time.
- 5.52 Shall cause a record of all meetings of the Club and Board of Directors to be kept and preserved, and shall furnish a copy of the minutes of each meeting to each member.

5.60 OTHER OFFICERS

- 5.61 Should Club activities require additional officers, the President may ask the Club to elect such officers as might be required.

5.70 ACCOUNTABILITY OF OFFICERS

- 5.71 At the expiration of his term of office, each officer shall account for and deliver to the Club all the property and papers which may have come into his hands by reason of such office.
- 5.72 Provide for ease of transition of the newly elected officers.

5.80 REMOVAL OF OFFICERS

- 5.81 With previous notice, any officer may be removed from office by the affirmative vote of two-thirds (2/3) of the General Membership at a general membership or at a special meeting called for the purpose of such removal.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors is comprised of the 8 elected members plus the President.

6.20 BOARD OF DIRECTORS

- 6.21 There shall be eight (8) members of the Board of Directors. Directors shall be elected for a two (2) year term of office. Four (4) directors will be elected each year.
- 6.22 Any member of the Board of Directors that misses two (2) consecutive meetings (not to include special meetings) may be dropped from the Board unless it is due to some emergency matter.

6.30 DUTIES AND POWERS OF BOARD OF DIRECTORS

- 6.31 The incoming Board of Directors shall conduct a meeting in December of each year with the outgoing Board of Directors to consider the revision of rules and/or by-laws.
- 6.32 The Board of Directors shall cooperate, consult and advise with the President on the affairs and business of the Club in the intervals between meetings.
- 6.33 The President, having subjected a member to termination or suspension and/or fine, shall not sit as a member of the Board of Directors while such an appeal concerning such is being determined by the Board of Directors. The same shall apply to any member of the Board of Directors who has caused an action to be brought against another member.
- 6.34 The Board of Directors shall have such further duties and powers as may from time to time be assigned to it by the Club.
- 6.35 The Board of Directors has final authority at all Club events.

6.40 MEETINGS OF THE BOARD OF DIRECTORS

- 6.41 The Board of Directors shall have regularly scheduled meetings.
- 6.42 Special meetings of the Board of Directors or Executive Committee may be called by the President with 48 hour notice of the time, place and purpose thereof. On like notice, by any two (2) members of the Board of Directors.
- 6.43 Five (5) members of the Board of Directors shall constitute a quorum.
- 6.44 All regular monthly meetings of the Board of Directors shall be open to Club members. Club members shall act as observers only. Special Board meetings will be closed to general membership.

6.50 ACTION WITHOUT MEETING BY OFFICERS

- 6.51 The Board of Directors may act by an instrument in writing, or counterparts of an instrument, signed by all members of the Board on any such matter of emergency.

6.60 OTHER COMMITTEES AND DELEGATES

- 6.61 The President may appoint from time to time such other committees, as he does deem necessary or as may be authorized by the Club.

ARTICLE VII – GENERAL MEMBERSHIP MEETINGS

Special General Membership meetings may be called by the President. The President shall call a special meeting upon demand in writing, signed by not less than five (5) voting members, stating the objective of the proposed meeting.

Written notice of the time and place of holding any meeting shall be given to each member a least five (5) days in advance of the date fixed. In the case of special meetings, the notice shall state the purpose thereof.

Twenty (20) percent of the voting membership shall constitute a quorum.

The President shall establish a pattern for the order of business and thereafter the Secretary and President shall coordinate on and prepare an agenda for each meeting.

ARTICLE VIII – PARLIMENTARY AUTHORITY

8.10 The rules contained in *Robert's Rules of Order Revised* shall govern the society in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the special rules of order to this society.

ARTICLE IX – METHOD OF AMMENDING THE BYLAWS

9.10 Amendments of the bylaws and rules require previous notice to the membership and a majority vote of the Board of Directors. .