



## **CAPITOL QUARTER MIDGET ASSOCIATION** **Revised January 2024**

### **Rules and Bylaws**

All CQMA rules and bylaws apply unless a specific USAC rule or bylaw exists.

### **GENERAL RULES**

A general membership meeting will be held once a month. This is scheduled to take place at 7:00pm on *the first Wednesday of each month*. The track is closed during the general membership meeting.

All CQMA memberships expire at midnight on December 31st of each year.

Elections: All Officers, Board of Directors, and elected positions as outlined in the CQMA Bylaws, will be nominated at the September and October general membership meetings. Elections will be held by printed ballot at the November meeting.

CQMA members must be a full paid member for the following year to vote in the November election.

Only full CQMA members are permitted to vote in the November election; Alternate handlers and Associate members are NOT permitted to vote.

If unable to attend in person, a paper ballot can be requested during the month of October from the Secretary. The ballot must be received by U.S. Mail or via email the day BEFORE the election date or the vote will not be counted.

All handlers and drivers are responsible to help clean-up the facility on race days. Everyone is responsible for cleaning up his or her own area in the pits.

Regarding practice:

Car handler is responsible to have a fire extinguisher in the infield during practice. Must have safety check completed prior to first race.

All practicing drivers must be members of USAC; At least one practicing family must be an Associate Member of CQMA, if not a full member.

The safety rules prevail on practice sessions as they do on race dates

Members/Associate members are responsible for locking up any/all buildings, cleaning up their garbage, and locking the gate after they've concluded any practice sessions

During race days, there will be no practicing until after the car has signed in for the event.

You must be a USAC Full member, Associate member or Alternate Handler to be on any race surface (track, flag stand, staging area, hot chute and on chute), this includes race and non-race days.

## **TRAINING RULES**

Training sessions will be announced via the website, Facebook and/or voicemail recording with as much advance notice as possible.

Trainees must sign a waiver before every session and be members of USAC to be covered by insurance.

Number of Club Car (CQMA-owned car, non-trainer-assisted driving) rides not to exceed 3 rides in one calendar year.

After attending four (4) training sessions, if a driver is qualified and passes, he/she will go to the Novice Class.

All Novice trainees will be USAC members in good standing.

Closing of the Training Classes for the year is up to the discretion of the Training Director.

Promo/Demo days will cost \$20 per driver for 20 laps in CQMA club car.

The \$20 will be credited to your membership if you decide to sign up as a full CQMA member.

Receive a certificate after passing all qualifications.

## **NOVICE PROGRAM**

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

## **NOVICE COMMITTEE**

The Novice Committee is made up of the club Race Director, Novice Trainer, Safety Director and Flagger.

If one of these members holds two positions, they must designate an alternate.

The decision to graduate a driver into the competitive (Stock/Honda) class rests with the Novice Committee. Novice Committee can graduate a driver at any time at his/her discretion.

## **TRACK RECORDS**

Track records may be established at any racing event where qualifying occurs.

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.

The Tech Committee will determine the extent of the tear down.

The car must pass tech for the new record to be upheld.

## **PROTESTS**

Protesters must conduct themselves in a calm and civilized fashion as deemed by the Race Director for their protest to be considered.

Any protests must be made in writing within one (1) hour of completion of the race day.

Protests must indicate what rule has been violated or improper scoring incident.

Protests must be made to the Race Director only.

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.

Any written race protest to the Race Director that is not settled at the track may, at the Race Director's discretion, be brought before the Board of Directors for a decision where a majority vote prevails.

Protests must include date and time of incident.

The protester must sign all protests.

## **HANDLERS**

All car handlers will be directly responsible for their conduct and that of their driver(s).

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

If the driver is taken to a doctor in response to a racing incident at CQMA, a written "Doctor's Release" will be required and need to be submitted at sign-in/registration before the driver may drive or race again. This will be the handler's responsibility, and failure to do so will be cause to disallow the driver to participate until such a report is submitted.

No driver shall be coached from the sidelines during a race under green flag conditions.  
Coaching under green flag conditions will result in a DQ for the race.

2 handlers per a team past the red line.

## **WORK PARTIES**

The Track Foreman will schedule work parties prior to race weekends.

Note: The track is closed to all practice/activity at the discretion of the Track Foreman prior to race weekends. Earlier track closure will apply during National events.

Additional work parties may be scheduled as necessary. Notification to all CQMA members will be posted on the CQMA website/Facebook and communicated with as much advance notice as possible.

Club members unable to attend work parties due to scheduling conflicts should contact the Track Foreman for alternate assignments in support of preparing the track for race days.

See Dirt Shootout Rules for additional information

## **JOB DESCRIPTIONS**

All jobs are a one (1) year commitment filled during the November election. All jobs require you to be a full, current member of CQMA in good standing

### **CONCESSION MANAGER**

Buy, stock and operate concession stand in an acceptable manner

Maintain and store all equipment associated with the operation of the stand

Coordinate money needs and receipts with the club Treasurer

Submit detailed report of expenses (receipts, total spent) and funds collected during the race day/weekend for each race/event.

Concession manager may call on members for help as needed. Concession manager is authorized to close the snack bar if help is not given by the membership when needed. Discretion should be used.

Create work party list to assign members to prepare, work in and clean up the snack bar as necessary

Open the concession stand no later than by the start of the Pit Meeting each race day

Pick up the original \$120 (Quarters \$10, 1's \$30, 5's \$40, 10's \$40) startup money from the treasurer. Return \$120 to Treasurer at the last race.

### **FLAGGING DIRECTOR**

Ensure that the flags are on the track and the lights are in working order before any cars practice, qualify, or race begins

Remove and store the flags after the last race of the day

Maintain flags, ensuring that they are clean and not torn

Notify the Board of Directors if replacements are needed

Be present at the handler/pit meeting to introduce himself/herself and answer any questions. If a paid position, flagger is required to be present prior to the start of the pit meeting. If not, pay will be docked 50% for that day.

Ensure that all flaggers are well-versed in USAC rules regarding the flagging of practice, qualifying, and races

Coordinate and host training seminars regarding flagging rules

Provide schedule of flaggers to the Tower Director before start of first race

The start of each race belongs to the flag person.

### **PIT STEWARD**

Coordinate with the Race Director to ensure that all schedules are met.

Make every effort to keep the cars lined up in the chute during qualifying.

Make every effort to ensure that the next race is lined up in the chute in proper order.

Maintain proper discipline in the on chute and make every effort to keep unauthorized persons out of the pits.

Coordinate with Scorekeepers as required.

Delegate to USAC members as needed during race weekend. Inform Race Director and Tower Director of delegation.

### **PUBLICITY / WAYS AND MEANS COORDINATOR and WEBMASTER**

Gather ideas and organize fund raising projects, ensuring all club members are given an opportunity to discuss proposed activities

Expenditures for proposed fund-raising activities to be reviewed with and approved by the Board

Take care of all publicity of all regular races and sanctioned events hosted by CQMA

Coordinate plans for sport shows, open house, parade entries, and shopping center displays, etc.

Create and maintain CQMA club program and brochure, to be approved by the Board of Directors.

Recommend CQMA novelty items, such as t-shirts, key chains, etc. All items to be reviewed and approved by the Board before ordering/purchasing.

Responsible for maintaining event information and notifications on the capitolqma.com website.

Responsible for timely posting of Race results and Qualifying Records/Results once received from Tower Director.

Responsible for ensuring Domain Name Registration and Web Hosting fees are paid and current.

Responsible for ensuring the CQMA President, Treasurer and Board of Directors are informed of any changes to costs associated with the operations of the website.

**Note: Club should not enter into a religious or political arena**

### **RACE DIRECTOR**

Ensure all time schedules are adhered to (Pit meeting, start of practice, etc.)

At his/her discretion, assign any detail or job to any USAC member present to assure a successful race program

Set up, remove and store the timing device before and after qualifying.

Conduct the Handlers' and Drivers' Meeting prior to the first race every race date

Ensure compliance with all applicable rules and regulations by each participant at any CQMA or USAC event

Manage all racing activities and officials at the track

Any questions regarding activities during racing events will be answered by the Race Director. NO questions/complaints regarding judging.

Member of the Novice Committee

Assign any member present, any job or detail, including but not limited to: setting up pylons, distributing/emptying garbage/recycle cans, watering the track, and setting up pop-up/shade covers in the on chute.

Paint 4-foot box around Flagger and paint commit lines and start/finish lines on track.

### **SAFETY DIRECTOR**

Set up, man, maintain, and store all safety devices (fire extinguishers and safety vests properly placed around track) before and after all races.

Inspect all cars new to the track, and will at his/her discretion, call for a safety inspection on any or all cars before or during a race. Any USAC member may assist.

Enforce utilization of USAC safety check sheet to be filled out and approved by Safety Director, or designate, prior to first CQMA race of the year for each car.

Novice cars must complete safety check before each race

Ensure USAC safety rules are complied with at all times

Work in conjunction and coordinate with Tech Director/Committee ensuring all cars meet USAC standard and specifications.

Member of the Novice Committee.

### **SIGN-IN COORDINATOR**

Open and close sign-ins at specified times on race days

Sign-in cars and maintain records. This record is to be given to the Tower Director as soon as feasible

Ensure proof of current USAC membership is provided at time of sign-in for each participant

Ensure all drivers have valid driver cards and all dues and assessments are current

Receive and safeguard all money for sign-ins. Money and an accurate record will be turned over to the club Treasurer at the close of sign in (excluding Sign-In Start-up Monies, which are to be turned in at the end of the race season)

Assist Tower Director, as necessary, with sign-in information for line-ups

Ensure USAC safety check sheet is filled out and approved by Safety Director, or designate, prior to first CQMA race of the year for each car.

Novice cars must complete safety check before each race

Heavy drivers must submit weight verification before each race/event

Sign in personnel will be responsible to acquire, maintain, and store all materials and equipment used in the course of the job

Ensure that waivers are signed by handlers and drivers prior to sign in

Coordinate with the USAC at the beginning of the racing season to ensure CQMA has the proper insurance forms to be used each race day

Ensure that participants, as required by USAC and CQMA rules, sign all insurance documents.

Pick up the original \$100 start-up money from the treasurer. Return \$100 to Treasurer at the last race.

Provide wristband to of all USAC members and non-drivers who have signed the race day waiver

## **TECH DIRECTOR**

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.

Novice cars must complete safety check before each race

Maintain and calibrate scales and timing device, ensuring that they are in proper working order prior to race day.

May inspect any and all racing equipment for compliance with the technical specifications of USAC rules and regulations

Should a track record be broken, the Tech Director will inspect the car for compliance with the technical specifications of USAC rules.

Will endeavor to assist fellow members whenever possible, and will actively support programs to upgrade the technical competence of club members.

Will abide by any technical rules and regulations of USAC

Inspect engines at all events hosted by CQMA as required by rules of the event's organizing body (e.g. Monza)

Oversee fueling and tank sealing at all events hosted by CQMA as required by rules of the event's organizing body

Oversee engine sealing at all events hosted by CQMA as required by rules of the event's organizing body

Maintain any and all tools required to complete technical inspection of any USAC approved engine

Consult the CQMA Board to gain approval to repair or purchase new or replacement tools or scales or timing devices as required.

Purchase sealing paint and brushes as needed

Ensure safe storage of tech tools after each race

Arrange for purchase, delivery, and disposal of fuel for events hosted by CQMA as required by the event's organizing body

Serve as member of the Novice Committee

## **TECH COMMITTEE**

The Tech Committee is comprised of the elected Tech Director and up to five additional elected tech committee members. No fewer than three people on the Tech Committee, including Tech Director.

Tech committee members will assist with inspection of engines, fueling, and sealing as required by rules of the event's organizing body.

If the Tech Director is absent, the Race Director shall appoint one of the tech committee members as acting Tech Director.

Each race date, up to three car classes may be drawn for inspection by the Tech Committee to confirm compliance with technical specifications of USAC rules. Top three A Main cars will be required to participate from drawn classes.

## **TOWER DIRECTOR**

Maintain records of all race results lap by lap. Score sheets will be signed by each scorekeeper and given to the Head Scorekeeper at the conclusion of each race.

Coordinate with Sign-In Coordinator and Pit Steward to ensure that schedules are kept throughout the day

Prepare and maintain all necessary supplies and equipment in the tower. (e.g. Laptop, copier, printer, scoring sheets, etc.)

Consult the CQMA Board to gain approval to repair or purchase new or replacement equipment for the tower

Perform any other duties as required by the Race Director

Ensure that the time clock is in working order at all times and if necessary, send timer out for repairs if required

Post and maintain current fast times for CQMA Track Records

Post times turned by each driver during time trials at all sanctioned events

Designate a Head Scorekeeper for each race



Ensure that the Head Scorekeeper and any proxies are well-versed in USAC rules regarding the scoring of qualifying and races

Distribute race points at the end of each race or race weekend to the Board and Media Director.

### **TRACK FOREMAN**

Manage all matters pertaining to the condition and maintenance of the track and facility

Create a work party list to assign members to prepare and clean up the track as necessary

Coordinate all members and activities during work parties.

Provide a list of work party credits to Sign-in Coordinator

Ensure all members are notified of special project work parties at least 2 weeks in advance

Ensure all equipment, including fire extinguishers, has been properly placed and the track and surrounding areas are in "racing condition" by the scheduled time

Coordinate job assignments to members with Race Director, ensuring that no member is assigned too many tasks

Coordinate with the Safety Director on any matters pertaining to track safety

Manage pre-determined Track Improvement/Maintenance budget for the year, submitting detailed receipts and descriptions for all expenses

Appoint an alternate Track Foreman when necessary

### **TRAINING DIRECTOR**

Schedule training sessions for Novice program participants on consistent schedule

Must present proposed schedule to Board for review and approval before scheduling and communicating externally

Schedule Demo car rides for potential members on consistent schedule

Maintain training equipment (cars, safety gear) in a safe manner; Present items needed for purchase to the Board for review/discussion

Manage list of potential novice drivers/families

Communicate to list of potential novice drivers/families

### **TROPHY DIRECTOR**

Buy all trophies to be presented

Keep membership posted on costs and status of awards

DSO max is \$10 per trophy/award per event or amount approved by the Board  
End of season trophies/awards not to exceed \$100 per trophy/award  
MONZA trophy budget (if applicable) to be approved by the Board

Submit bills to the Treasurer after each purchase

Buyer's intentions will be brought before the membership any time an abnormal requirement exists at sanctioned events

Buyer is responsible for the removal and storage of unused awards after each race

Shall be responsible for the awards ceremony

Coordinate with the Track Foreman and Race Director prior to starting awards ceremony to ensure that the track and all surrounding areas are clean

Confirm with Concession Manager prior to starting awards ceremony to ensure all snack bar tabs have been paid.

# 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 designated from time to time by club members.

## **ARTICLE II – 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

The association shall be operated not for profit and all money and/or funds above those needed to continue its successful growth and operation shall be used for charitable purposes.

A foundation or other methods shall be used for the charitable activities as the particular case may warrant.

**STATE REQUIREMENT:** This Corporation is not organized, nor shall it be operated for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to the members thereof and is organized solely for non-profit purposes. The property, assets, profits, and net income of this corporation are irrevocably dedicated to charitable purposes and not part of the profits or net income of this corporation shall ever inure of any private shareholder or individual. Upon the dissolution or winding up of this corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a non-profit, foundation, or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 23701D of the Revenues and Taxation Code and/or Section 501 (c)(3) of the Internal Revenue Code. If this corporation holds any assets in trust, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court of the county in which this corporations' principal office is located, upon petition thereof by the Attorney General or by any person concerned in the liquidation.

## **ARTICLE III – MEMBERSHIP RULES AND DEFINITIONS**

Full CQMA membership may be attained by on-line application to CQMA and upon approval of the Board of Directors. A membership may include both heads of the household. Each full CQMA membership is entitled to one (1) vote if present. (One (1) Membership = One (1) Vote.) 1 full member for one address.

To be eligible for nomination in the November election, annual membership fees for the following season are due to the club Secretary by October 15<sup>th</sup> of the current year.

Applicant under suspension or having been removed from membership from any other quarter midget association shall not be eligible for membership.

Any individual under suspension or any other punitive action by his/her home club shall be similarly restrained by any affiliate club.

Any individual belonging to two (2) or more affiliate organizations must declare one (1) affiliate organization as his/her home club and membership in other clubs shall be declared associative.

Membership fee for full member \$85.00 annually.  
Associate member at CQMA is \$50.00 annually.

Associate members are not eligible to run for offices of President, Vice President, Treasurer, Secretary, or for the Board of Directors.

Associate members are not permitted to vote at club meetings.  
Associate members have no work party requirements if they are current with their home track.  
Associate members are required to help fill positions in needed areas at race date events.

### Lifetime Members

Any individual who has performed outstanding services on behalf of CQMA and has been an active member in good standing for not less than five (5) years may be granted a lifetime membership by 2/3 vote of the entire Board of Directors.

Member must pay National fees

Shall be entitled to all privileges of CQMA, but will not be required to pay CQMA yearly membership dues. Lifetime members with a participating car/driver are subject to active membership rules. If you want a vote, you must pay national fees. Lifetime members wanting to hold a position must be active with national (USAC) membership

Lifetime memberships are non-transferable

### **MEMBERSHIP DUTIES**

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

Attend a minimum of six (6) membership meetings per calendar year

Participate in work parties

Participate in fundraisers, i.e. donating money, donating/soliciting raffle prizes, and soliciting trophy sponsors

Fill positions required to facilitate a race

All members are responsible to help prepare the facility prior to race day and to clean-up throughout the race days.

Ensure all USAC members sign USAC waiver at each race in order to be in "restricted" areas.

Make sure to be familiar with the CQMA Sportsmanship Guidelines, CQMA DSO Rules and CQMA Club Rules & ByLaws; and sign the CQMA Rule Package Receipt Form.

## **ADMISSION OF MEMBERS**

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 1<sup>st</sup> will have his/her dues carry over to the next year.

Enrollment of driver in the Novice Training Program requires a current USAC membership.

## **RULES AND REGULATIONS**

All members and drivers are subject to the rules and regulations set forth in the USAC Code of Conduct.

USAC technical specifications must be met before a car and driver will be eligible for Quarter Midget racing.

Bylaw and rule changes requested by the general membership must be presented in writing to a BOD member at a CQMA event to be reviewed at event or emailed to the Secretary (Secretary will send to BOD for review).

## **CERTIFICATION OF MEMBERSHIP**

Member shall be supplied with a suitable identification as to being a Club Member through USAC.

Members' drivers shall be supplied with suitable identification through USAC.

Novice drivers shall secure a logbook and see that it is kept in proper order.

## **VOLUNTARY WITHDRAWAL**

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.

## **INVOLUNTARY TERMINATION**

Membership in CQMA may be terminated as set forth in the USAC Code of Conduct. USAC Code of Conduct Procedures to be utilized.

Membership in CQMA may be terminated due to failure to pay an indebtedness owing the association within thirty days of written notice from the Treasurer of default in such payment.

The President, or in the President's absence, the Vice President, of the association shall be authorized to subject a member to termination or suspension and/or fine. The President shall set forth all details in writing and submit them for record at the next Board of Directors meeting, at which the member may protest to the Board, if he/she so desires.

All such appeals shall be in writing and an accurate record shall be made of all discussions and decisions.

## **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 USAC.

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.

### **BUDGET**

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

### **FINANCIAL REPORTING**

The fiscal year of the Corporation will be a calendar year

A complete audit of the books and records of the club shall be made **twice** a year.

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.

The Board of Directors is responsible for ensuring all tax returns and reporting to authorities is done by the Treasurer within a timely and accurate manner.

Income / expense report distributed to members prior to monthly meeting. Update given at monthly club meeting.

Full financial report including, but not limited to, income, expenses, and bank statements to be distributed to Board members prior to monthly club meeting

## **ARTICLE V – OFFICERS**

### **OFFICERS**

The Officers of the Club shall be the President, Vice President, Secretary and Treasurer.

The following restrictions apply to the number of family members serving on Office and Board positions:

- Only one family member within a full membership can be elected to Board positions.
- Two family members within a full membership may not serve both President and Treasurer positions.
- All Board members have voting rights
- In the event of a tie the President has a vote (if the president is unavailable it goes to next in line).

Vice president, Secretary then Treasurer (if they hold a Board position it moves to the next person in line as to not have 2 votes).

-One vote per membership maintained during general voting.

Officers shall be elected via paper ballot, or email, by the majority vote of all members present at the November general membership meeting.

Elections of Officers shall be held at the general membership meeting in November.

The term of office shall be one (1) year (except proceeding a National Event year, all Officers will remain in office for the national event year). Officers shall take office on January 1st immediately following the elections. In the event of a vacancy of an Officer caused by death, resignation or any other cause:

Before July 1<sup>st</sup> a special membership meeting shall be called by the next club meeting to fill the vacancy.

July 1<sup>st</sup> or later the BOD may fill the position for the remainder of the year

## **PRESIDENT'S DUTIES AND POWERS**

The President shall be a full CQMA member in good standing for a minimum of one (1) year.

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. The President shall have the duty and power to enforce the club bylaws and rules adopted pursuant to these bylaws.

The President shall preside at all general membership meetings of the Club.

The President is a member of all committees.

## **VICE PRESIDENT'S DUTIES AND POWERS**

The Vice President shall be a full CQMA member in good standing.

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. The Vice President shall assume such other duties or responsibilities as may be assigned to him/her.

Vice President is to assist the Race Director on race days

Vice President will delegate clean up responsibilities on race days

## **TREASURER'S DUTIES**

The Treasurer shall be a full CQMA member in good standing for a minimum of one (1) year.

The Treasurer is responsible for keeping accurate books and records, allowing him/her to give a full financial report whenever requested.

The Treasurer is responsible for filing government information/documents (tax returns, permits, etc.)

Treasurer Duties include:

Prepare the Club's budget for CQMA Board approval. Ensure that Club activities adhere to the budget.

Maintain accurate financial reports throughout the year to be reviewed at any time by the Board or members.

Present financial statements (income and expense, and balance sheet) at each Club meeting

Present a funds disbursement log showing check number, check date, payee, amount, and reason for payment at each Club meeting.

Deposit all Club revenue

Member dues as received from the Secretary. In coordination with the Secretary, forward dues to the National Office.

Sign in fees as received from the Sign-in Director

Concession stand receipts as received from the Snack Bar Director

Miscellaneous revenue such as raffles, fund raising, donations, etc.

Disburse funds and pay bills promptly as pre-approved by the Board of Directors

Maintain a checking account for Club operations

Reconcile bank statements.

Present Club books to the Board of Directors at year-end for internal audit.

Shall be responsible for working with the CQMA Board of Directors to develop a budget and Reimbursement Policy for the year.

Be responsible for safekeeping of all of the Club's financial records.

Create and maintain dedicate CQMA Venmo or similar account.

## **SECRETARY'S DUTIES**

The Secretary shall be a full CQMA member in good standing for a minimum of one (1) year.

The Secretary shall:

Have custody and care of the official records and papers of the Club

Keep the minutes of the meeting of the Club and of the Board of Directors

Cause all official notices to be duly given in accordance with provision of rules and bylaws or as required by law

Prepare and furnish such reports as may be called for by the Club



Shall perform all the duties incident to the office of Secretary and such other duties as may be required from time to time

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.

Provide Sign-in coordinator with current CQMA roster before each racing event

Collect and confirm all nominations during the September-October nomination period

Create the paper ballot for the November election

### **VOLUNTEER COORDINATOR**

Organize and keep records of volunteer events including track clean up, arrive and drives, work parties, etc.

Maintain log book of volunteer hours

### **OTHER OFFICERS**

Should Club activities require additional officers, President may ask the Club to elect such officers as needed.

### **ACCOUNTABILITY OF OFFICERS**

At the expiration of his/her term of office, each officer shall account for and deliver to the Club all the property and papers, which may have come into his/her hands by reason of such office

Provide for ease of transition of the newly elected officers

### **REMOVAL OF OFFICERS**

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 5 elected, full CQMA members plus the President.

There shall be Five (5) members of the Board of Directors. Directors shall be elected for a two (2) year term of office. Three (3) directors will be elected each odd year. Two (2) directors will be elected each even year. (Nov. 2020 odd year 2 directors)

Election of the Board members will be held via paper ballot at the November general membership meeting.

Only full CQMA members are permitted to vote in the November election

If unable to attend in person, a paper ballot can be requested during the month of October from the Secretary. The ballot must be received by U.S. Mail or via email the day BEFORE the election date or the vote will not be counted.

Each Board member shall be a full CQMA member in good standing.

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.

In the event a replacement Board of Director(s) must be elected, the term will be the remaining balance of the former Board member(s).

## **DUTIES AND POWERS OF BOARD OF DIRECTORS**

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.

In the event a non-Officer or non-Board seat is vacated after January 1, the Board will appoint the replacement for that position.

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.

The Board of Directors shall have such further duties and powers as may from time to time be assigned to it by the Club.

Act as the hearing body for any Code of Conduct hearings.

The Board of Directors has final authority at all Club events, including but not limited to canceling race day activities due to rain, extreme heat, and facility conditions.

Board of Directors will approve all expenditures above \$250 prior to payment. Exclusions: Snack bar start-up (\$100) and purchasing monies (\$500); Sign-in start-up monies (\$100); Pre-approved track foreman budgeted expenditures; and planned trophy expenditures.

Board of Directors will approve any outside labor expenses prior to spending funds.

All Board votes will be documented (example: 3 Yes, 2 No)

## **MEETINGS OF THE BOARD OF DIRECTORS**

Conduct a meeting in January to discuss Dirt Shoot Out Rule changes

Conduct a meeting not later than by March to discuss Bylaw changes

The Board of Directors shall have regularly scheduled monthly meetings. The date, time, and location are to be communicated a minimum of two weeks prior to the scheduled date.

The President, with 48-hour notice of the time, place and purpose thereof, may call special meetings of the Board of Directors or Executive Committee.

On like notice, a special meeting may be called by any two (2) members of the Board of Directors.

Three (3) members of the Board of Directors shall constitute a quorum.

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.

### **ACTION WITHOUT MEETING BY OFFICERS**

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.

### **OTHER COMMITTEES AND DELEGATES**

The President may appoint from time to time such other committees as he deems necessary or as may be authorized by the Club.

### **ARTICLE VII – GENERAL MEMBERSHIP MEETINGS**

A general membership meeting will be held once a month. This is scheduled to take place at *7:00pm on the first Wednesday* of each month.

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.

The President may call Special General Membership meetings.

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.

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.

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

Proxy voting shall not be permitted for any meeting. Except as otherwise provided, a common majority of votes cast shall decide the issue.

### **ARTICLE VIII – PARLIMENTARY AUTHORITY**

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**

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

By-law changes are not valid until National approval.

## Conflict of Interest Policy for Capitol Quarter Midget Association

A conflict of interest is defined as an actual or perceived interest by a staff or board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any Officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, Officers and board members are prohibited from using their job title or the organizations name or property, for private profit or benefit.

The Officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fied organization fund raising activities.

No Officer or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

The Officer or member;

Any member of their immediate family;

Their partner;

An organization in which any of the above is an Officer, Director, or employee;

A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

- c. **Disclosure**-Any possible conflict of interest shall be disclosed by the person or persons concerned.
- d. **Board Action**-When a conflict of interest is relevant to a matter requiring action by the board, the interested person(s) shall call it to the attention of the board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the board of directors, excluding the person(s) concerning whose situation the doubt has arisen.
- e. **Record of Conflict**-The official minutes of the board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

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### Capitol Quarter Midget Association

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date