

# Little Wheels Quarter Midget Association

## 2024 Amended Bylaws

As Amended: Effective: 02/23/2024



### ARTICLE 1- NAME AND PURPOSE

- 1.1 **Name:** The name of the corporation shall be Little Wheels Quarter Midget Association, also known as LWQMA.
- 1.2 **Purpose:** The purpose of the organization is to promote, foster and encourage the sport of quarter midget racing; to engage in any activity in connection with the display, demonstration, or exhibition of quarter midgets; to provide organized activity wherein entire families can participate together; to teach and instruct and membership in driving safety and sportsmanship and to provide supervised and regulated races wherein race cars compete.
- 1.3 **Address:** The principal office for the transaction of business of this organization shall be the address of the President or at any other location designated from time to time by the Board of Directors.
- 1.4 **Parliamentary Authority:** The rules contained in *Robert's Rules of Order* shall be used as a reference for the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this organization.

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#### ARTICLE II – MEMBERSHIP

**2.1 In General:** Membership in this organization may be obtained by written application to a board member. Membership is open to anyone meeting the Quarter Midgets of America requirements and desiring to assist in furthering the purpose of the organization. There may be more than 1 family membership per address if member qualify per rule book.

**2.1.1** Membership is a privilege not a right. Membership may be denied for a just cause.

**2.2 Voting Rights:** All regular members in good standing and whose home QMA club is Little Wheels are authorized to vote at any regular or special meeting. Each family holding Regular Membership shall be entitled to one vote. You must be a member in good standing for one race season to have voting rights. (voting rights begin after the last club race of the season)

*Member in good standing is defined as any member that has paid all local and national dues, fees, and has completed all duties required by the club and organization (service hours and fundraiser), and is not currently serving a suspension.*

**2.2.1** You must be a member in good standing for one year to have voting rights.

**2.2.2** You must participate in 6 races, do a minimum of 8 service hours, and do the required yearly fundraiser to be in good standing to have voting rights.

**2.2.3** Anyone “buying” votes to push an agenda will be banned from Little Wheels for life.

**2.3 Dues:** All members of the organization, including directors, shall pay dues as follows:

- Regular membership with LWQMA as home club: QMA national Regular dues plus \$125.00 club dues;

- Regular membership with LWQMA as associate club: \$125.00 club dues;

- Alternate Handler membership: QMA national Alternate Handler dues plus \$25.00.

In addition, a pit fee shall be paid each race day. The amount of this fee shall be set by the Board of Directors and/or Quarter Midgets of America.

**2.4 Alternate Handler:** This type of membership is for individuals (only one name may appear on the application) who wish to be a handler and/or owns quarter midget cars and will be in the hot chute and/or on QMA tracks. NO drivers are permitted to appear on this type of membership application (under Driver Information) because the individual signing the application does not have legal guardianship over the driver(s) and may not sign for them. If driver(s) appear in the Driver Information section of an alternate handler’s application, these driver(s) WILL NOT be added to the alternate handler’s membership and may be returned for reapplication.

**2.4.1** Individuals under the alternate handler membership type must be 18 years or older. Insurance coverage is extended to the individual completing alternate

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handler membership. **No voting privileges are provided with this type of membership.**

- 2.5 Removal of Members:** Anyone may be removed from membership in the organization upon prior notice to said individual for egregious actions toward QMA, Club, and / or another member, by a majority vote of the members attending any regular or special meeting. Should the number of members voting for removal not exceed fifty percent (%50) of the total membership in the organization, the member so removed may call for a subsequent election to reconsider his/her removal. The subsequent election shall be held within thirty (30) days after it has been requested and must be preceded by notice of the meeting which sets forth the nature of the election for which the meeting is called.
- 2.6 Privileges:** The racing facilities of Little Wheels QMA may be used for practice by current Little Wheels QMA members in good standing or by other QMA members while a Little Wheels QMA member in good standing is present. Failure to observe PIERCE County Park or Racing facility rules as noted in LWQMA format may result in loss of privileges.
- 2.7 Volunteer Hours:** Each Regular Member family will be required to contribute to the development of Little Wheels, QMA by providing a minimum of 8 volunteer hours outside of race day activities. The volunteer hours fulfillment period shall run from 10/1 to 9/30 the following year.
- 2.8 Fundraising:** Each Regular Member family must participate in the organization's annual fundraising activities, which will be voted on at February's regular club meeting each year.

## ARTICLE III- MEETINGS

- 3.1 Annual Meeting:** The annual meeting of the members shall be held by October 15<sup>th</sup> at which time there shall be an election of officers.
- 3.2 Elections:**
- 3.2.1 Election Committee:** An election committee, made up of members not nominated for a Board position, will be appointed by Board no later than September 1<sup>st</sup>. The committee shall appoint a chairperson and administer the election: Announcements, Nominations, Ballots, Tallying and delivering the final results to the club Secretary to record and announce results prior to the end of the Annual Meeting. The chairperson will oversee and confirm the counting of the votes cast for each position. The chairperson will prepare a written report of the election results for the Secretary to include the numbers of votes cast for each position and the number of votes received by each candidate. Upon the completion of the election the committee shall be released with thanks.
- 3.2.2 Nominations:** All nominations for Board positions shall be submitted to the Elections Committee. Upon a candidate's acceptance of a nomination, all club

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members shall be notified 1 week prior to the annual meeting, by website and/or email. All members running for a LWQMA Board of Directors position may submit an introductory statement to the membership at large upon accepting a nomination. This correspondence may serve to introduce the candidate and his/her background to members. Members running for a Board of Directors position may also make a few remarks at the Annual membership meeting and answer questions from members who are present before the voting takes place.

**3.2.3 Proxy:** A regular member in good standing may petition the Elections committee to send a prearranged proxy to vote on their behalf if they are unable to attend the meeting. The proxy must be an Alternate Handler or Regular Member in good standing. A proxy may only represent one member and is an option for voting purposes only. Only one proxy per membership. As membership only gets one (1) vote.

- 3.3 Special Meetings:** Special meetings of the members, for any purpose, may be called by the President; by a majority of members of the Board of Directors, or by any ten (10) members having the authority to vote.
- 3.4 Notice of Meetings:** All members shall receive written notice of all regular meetings at least seven (7) days before the date of the meeting. Members will be provided notice of all club meetings as soon as the venue is secured. Email is recognized as a written notice. Any changes to venue, date, or time will have a minimum of five (5) days' notice via email and any other common form of club communication (i.e.: social media, club website) to the extent feasible.
- 3.5 Meeting Attendance:** All Special, Election, and Club Meetings may have a virtual option for club membership attendance through a platform such as Zoom, GoToMeeting, Teams, etc, at the discretion of the President. Members who attend virtually will have the capabilities to participate in discussing club matters and asking questions. Those who attend virtually will not have the option to vote. The virtual meeting platform will be managed by the Secretary.
- 3.6 Membership Meetings:** Monthly meetings of the membership for the purpose of discussing LWQMA business shall be held at such time and place as determined by the board of directors.
- 3.7 Regular Board Meetings:** Regular meetings of the board of directors shall be held each month at such time and place as designated by the President.

## ARTICLE IV- BOARD OF DIRECTORS

*All Board Members must have their Membership Application and Dues received by the Club Secretary no later than December 31<sup>st</sup> in order to remain in good standing.*

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- 4.1 Duties:** All business and affairs of the organization shall be conducted by the Board of Directors. The Board of Directors shall have the authority to appoint and committee to be made up of members of the organization who are not Directors. Any committee so intended to be formed is opened to service by all club members. All club members will be notified of the committee formation and any club member in good standing may serve on any committee.
- 4.2 Directors:** The Board of Directors shall consist of twelve (12) members, no 1 person shall hold multiple positions: President, Vice President, Secretary, Treasurer, Past President/Member at Large, Safety Director, Technical Director, Publicity Director, Tower Director, Judging Director, Training Director and Novice Representative. Vacancies will be filled by the appointment of the President for the remainder of the vacancy subject to Board approval. The president position is a non-voting Board position except in cases necessary to break a tie vote.
- 4.3 Executive Committee:** The Executive Committee shall consist of the President, Vice President/Race Director, Secretary and Treasurer.
- 4.4 Term of Office:** The term of office shall be two (2) years from annual election to annual election with staggered elections. Vice President/Race Director, Secretary, Tech Director, Publicity and Judging will take office after the election in October of even years. President, Treasurer, Safety, Tower, Novice trainer will take office after the election in October of odd numbered years. There are no maximum number of terms a director may serve.
- 4.5 Quorum:** Five (5) Board Members shall constitute a quorum for the transaction of any business of the organization at any regular or special meeting. If necessary, to achieve a quorum to complete organization business, the President may vote.
- 4.6 Volunteer Board:** All Board Members shall donate their services and receive no compensation of any kind.
- 4.7 Board Member Removal:** Any Board Member may be removed from the office at any time for cause or failure to perform the duties of the position, by a majority of a quorum of the general membership. A minimum of five (5) regular non-board members and six (6) board members shall constitute a general membership quorum.

## ARTICLE V – OFFICERS

Every Board Member shall have the ability to form committees in order to carry out club duties and/or business.

- 5.1 President:** The membership shall elect, from their own number, a President of the organization. The President may preside over all meetings. He/she shall be the Chairman of the Board of Directors and shall sign all notes, contracts, deeds, mortgages, releases, bills of sale, leases and all papers and instruments required to be executed by the organization in its name; and generally, shall do and perform all duties necessary to conduct business of the organization. He/She shall know and enforce all rules and regulations as outlined by QMA racing rules. Candidates seeking election of this position

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will have at least two (2) years of verified QMA racing experience. The President shall be one of two board members with Admin access to all social media and websites, including but not limited to; Facebook, Instagram, Twitter, club websites, etc.

- 5.2 Vice President/Race Director:** The membership shall elect, from their own number, a Vice President/Race Director of the organization. The Vice President/Race Director shall discharge the duties of the President in the latter's absence or in the event of his/her inability to act. The Vice President/Race Director may be authorized by the Board Directors to sign papers and instruments in the name of the organization. As Race Director, he/she will oversee all racing activities. He/she shall know and enforce all rules and regulations as outlined by Quarter Midgets of America racing rules and have full authority on race day. Candidates seeking election to this position shall have two (2) years verified QMA racing experience. Protests or disputes may be settled by him/her personally and his/her decision is final. The Vice President/Race Director shall prepare the proposed racing schedule and race format subject to membership approval. The schedule and race format must be approved by majority vote from the membership in attendance at a Board meeting.
- 5.3 Secretary:** The membership shall elect, from their own number, a Secretary of the organization. The secretary shall keep full and accurate minutes of all meetings, including those members and visitors in attendance. The meeting minutes shall be recorded in proper books to be kept for that purpose including those members/persons in attendance. He/she shall be custodian of the books and records of the organization. He/she shall sign all papers and instruments of the organization requiring the signature of the members and shall do such other things as may be incidental to his/her office. The Secretary is responsible for conducting race day sign-ins.
- 5.4 Treasurer:** The membership shall elect, from their own number, a treasurer of the organization. The president, secretary and treasurer shall have executive control of all expenditures made by the organization and the custody of all funds belonging to the organization. The treasurer's management of the financial affairs of the organization will be subject only to the approval or ratification of the Board of Directors. The treasurer shall maintain an asset register showing all equipment owned or maintained by the organization. The Treasurer is responsible for conducting race day sign-ins.

#### **5.4.1 Annual Audit:** Reserved

**5.4.2 Tax Filing:** The Treasurer will be responsible for ensuring that the taxes are filed on time and per IRS guidelines. The Treasurer will have the option to either prepare and file the taxes themselves or will make arrangements with the Board to have a professional file the taxes.

**5.4.3 Budget:** The Treasurer will prepare and present a budget for approval at the January club meeting. The budget will run from January to December of the following year. The initial budget can be modified at the January meeting but needs a majority at the meeting for approval. The budget can be modified throughout the season at any meeting with a majority vote or by the Board at a special meeting, provided there is a quorum.

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- 5.5 Technical Director:** The membership shall elect, from their own number, a Technical Director of the organization. The Technical Director will be the chairman of the tech committee and shall see that the general specifications and regulations applying to all classes as prescribed by Quarter Midgets of America be carried out. In any dispute regarding technical data his/her decision is final. The Technical director has the authority to appoint a QMA member in good standing to assist in carrying out the Technical Director duties.
- 5.6 Publicity Director:** The membership shall elect, from their own number, a Publicity Director of the organization. The Publicity Director is responsible for all publicity for the development of Little Wheels, QMA, including but not limited to, ride days, merchandising, local and social media, advertising and other promotion of the organization. The Publicity Director shall be one of two board members with Admin access to all social media and websites, including but not limited to: Facebook, Instagram, Twitter, club website, virtual meetings, etc. The Publicity Director will be allowed to appoint additional moderators at his/her sole discretion.
- 5.7 Tower Director:** The person serving as Head Tower shall be a voting Board member position as Tower Director. The Tower Director will run the operation in the tower in accordance with the guidelines in QMA procedures. The Tower Director shall appoint an assistant to assume tower responsibilities in their absence.
- 5.8 Judging Director:** The membership shall elect, from their own number, a Judging Director of the organization. The Judging Director will train members of this organization to perform as qualified judges at racing events per QMA guidelines. The Judging Director will schedule race day judging assignments. In coordination with the Training Director, the Judging Director will conduct at least one judging clinic for novice families, to be completed prior to Novice Graduation.
- 5.9 Training Director:** The membership shall elect, from their own number, a Training Director of the organization. The Training Director shall prepare and direct a continual training program for novice and advanced drivers.
- 5.10 Safety Director:** The membership shall elect, from one of their own, a Safety Director of the organization. The Safety Director will be responsible for safety inspection of all cars all Little Wheels, QMA race events. All cars must pass safety inspection before they sign in and go out on the track. The Safety Director shall have the authority to appoint a QMA member in good standing to assist in carrying out the Safety Director duties.
- 5.11 Novice Representative:** The Novice Representative shall be voted on by the incoming Novice members at the first Novice Graduation of each regular club season and shall be in position on the board before the first club race. The position must at all times be held by an eligible new novice member. Eligible New Novice Member is defined as a novice member not previously participating in Little Wheels QMA and having participated in all of the first novice training sessions of the year. The Novice Representative shall serve on the board until the next Novice Representative is elected.

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**5.12 Past President/Member at Large:** The Past President shall serve on the board and provide guidance and continuity from the previous Board of Directors. The Past President is responsible for aiding the President on matters of the club and business conducted by previous Board of Directors. The Past President will serve for one year unless they fill another board position or no longer remain a regular member.

In the event the Past President position is not filled, the incoming Board of Directors will appoint from the membership a Member At Large to fulfill this position on the board. This Member At Large shall have a minimum of two (2) years' experience within LWQMA and satisfy the requirements of a Board candidate. This position will be a one (1) year position and reappointed each year there is not a Past President to fill this role. If member at Large they need to be knowledgeable of all rules, format, and bylaws.

EVEN YEAR board positions up to vote: VP/Race Director, Secretary, Tech, Publicity, Judging  
ODD YEAR board positions up to vote: President, Treasurer, Safety, Tower, Novice trainer

## ARTICLE VII – TRACK OFFICIALS

**7.1 General:** There shall be at each race or event sponsored by this organization a number of members who shall serve as track officials. These members shall be appointed by the Race Director for each race.

**7.2 Duties:** Each official shall have full authority to accomplish his/her positions/duties as stated in these bylaws. Each track official shall act directly under the Race Director.

**7.3 Flagman:** The flagman shall be at least 16 years of age and a member who is capable and willing to assume the responsibility if this position. Said member must also have QMA insurance. He/she shall handle the flags in such a manner as to ensure a safe, fast and continuous race; and he/she shall have authority to stop the race in the event of a safety hazard. Improper starts will be the responsibility of the judges and/or flagman.

**7.3.1 Assistant Flagman:** There may be an assistant flagman who shall assist the flagman in his/her duties. Any assistant will have the same duties and requirements of Article 7.3.

**7.4 Pit Boss:** The Pit Boss shall direct all activities in the pit area that affect the race schedule. He/she shall control the track during time trials and start and stop time trials as necessary for the safety and proper completion of time trials.

**7.5 Technical Committee:** The technical Committee shall consist of the Technical Director, Safety Director and the Race Director. The Technical Committee is responsible for, and has full authority to inspect, in any manner necessary, any parts, motor or car to determine the legality and safety of any racing equipment pursuant to Quarter Midgets of America rules and guidelines.

## ARTICLE VIII – RULES, REGULATIONS, & SPECIFICATIONS

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- 8.1** All rules and regulations governing the conduct of races and racing personnel, and the specifications which must be met before a car may qualify for Quarter Midget Racing, shall be as directed by Quarter Midgets of America and as adopted and amended by the Board of Directors.
- 8.2** Drugs and alcohol are prohibited and will be dealt with as directed by the Quarter Midgets of America Rule Book.
- 8.3** Quarter Midgets of America Code of Conduct shall be enforced at all races and events.

## **ARTICLE IX – AMENDMENTS**

- 9.1** These bylaws may be amended, revised, or repealed in the following manner:
  - (A) Said amendment, revision or repeal shall first be presented to the Board of Directors for review one week before the January meeting. Proposed by-law and race format changes will be sent out to all members at least (3) days before the January meeting..
  - (B) Discussion about proposals will take place at the January meeting and voting on any amendments shall be tabled until the next meeting of the general membership, at which time any proposed change to the by-laws will be voted on. Upon affirmative vote of a super majority two thirds ( $\frac{2}{3}$ ) of the eligible voting members present at the meeting, the proposed amendment or revision shall be included in the organizations by-laws.
  - (C) Bylaws will only be amended one (1) time per year at the schedule meeting January / February.
  - (D) Bylaws and race format must be sent out to the club each December.