



TKQMA CONSTITUTION AND BY-LAWS

Red Line Draft Feb. 19, 2010

ARTICLE I: NAME AND PURPOSE

SECTION A:

This organization shall be known as the Topeka Kansas Quarter Midget Association. Referred to as TKQMA as a branch of QMA (Quarter Midgets of America).

SECTION B:

Its purpose shall be to create and maintain a clean, safe, healthy sport, which may be enjoyed as a family sport.

SECTION C:

This shall be a non-profit organization. All earnings shall be used by the association to improve, expand, and extend its facilities. Should this organization dissolve; any monies left in the organization will be deposited with QMA for a period of five years. In the event TKQMA reforms, QMA will return the money.

ARTICLE II: MEMBERSHIPS

SECTION A:

Any person, man or woman, who is interested in the objectives of TKQMA, may apply for membership in this organization. This organization reserves the right to refuse membership to any person.

SECTION B:

All members shall take part in the programs as assigned, and perform any other duties that may fall in their lot. Because the organization is a not for profit, members will be expected to participate in fundraising initiatives to benefit the club.

SECTION C:

The annual TKQMA dues will include QMA dues paid by TKQMA for each membership, and the track insurance. All dues will be payable at the first meeting in October. Any person paying after September 1st will be paid through the following year. If any person's dues remain unpaid for six

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months after they become due, his/her name shall be removed from the roll of members. Only current paid active members who have been a member of TKQMA for at least ninety (90 days) shall be entitled to vote, with one vote per TKQMA membership. Under NO circumstances will absentee balloting be allowed. Only members present at the club meeting will be eligible to vote.

*An active member is defined as a member with a registered driver. Interpretation: Active is defined as being a paid member of TKQMA for ninety (90) days and participating in ten (10) TKQMA events. For example: racing programs, work parties, concession, tower, and local special events.

Family memberships are available for families that include a handler(s) and driver(s). A family membership is defined as husband, wife or couple cohabitating, and all drivers under the age of 18 years old of that immediate family that live in the same household.

Alternate handler memberships are for individuals who want to handle a driver and car, but do not want a family membership. Alternate handlers have no voting rights and cannot hold an office.

ARTICLE III: OFFICES

SECTION A:

The Board of Directors of TKQMA shall be the President, Vice President, Secretary, Treasurer, Race Director, Technical Director, Safety Director, Track Director and Publicity/Novice Director. Five officers shall constitute a quorum at all officers meetings. The board shall have the power and authority to enforce all Rules and Regulations as set forth in these By-Laws and to conduct club business in the event of an emergency. An officer temporarily unable to perform any duties as specified in Section F shall provide adequate notification to the Race Director (if a race meet is involved) or the President.

SECTION B: ELECTION AND TERM

The officers shall be nominated from the floor the first regular meeting in September, with a verbal acceptance at that meeting. The nominees will be voted on by ballot at the first regular meeting in October. A majority vote shall be necessary to elect. When there is only one nominee for an office, he/she may be elected by voice. All officers will serve a term of one (1) year--January 1st – December 31st. A quorum shall consist of those members present at any regular or special meeting of TKQMA

SECTION C: ELIGIBILITY

Any member of TKQMA shall be eligible for election to any office provided that he/she:

- a) Is in good standing
- b) Has been a member of TKQMA for at least six months prior to election.

SECTION D: VACANCIES OF OFFICE

If any office shall become vacant, the President shall, at the earliest possible date thereafter, order a special election of the membership, for the purpose of filling such office. The member thus elected shall immediately enter upon his/her duties and shall hold office until the next regular election.

SECTION E: REMOVAL OF OFFICERS

Any officer may be removed for cause by the majority vote of the members.

SECTION F: DUTIES OF OFFICERS

- a) President
 - a) Preside at all meetings.
 - b) Call special meetings at his discretion, subject to the limitations of Article IV, Section B.
 - c) Appoint all committees not otherwise provided for.
 - d) Make provision for the discharge temporarily of necessary duties of absent or suspended members.
 - e) Vote only to make or break a tie. In some instances, he/she may find it diplomatic to waive his/her right to vote. If voting is by ballot and the President is a member of TKQMA, he/she has the right to vote regardless of the outcome.
 - f) Become a member of any special committee only by the vote of TKQMA
 - g) See that the regulations of TKQMA are enforced.
 - h) Carry out assignments and instructions given to him/her by vote of TKQMA
 - i) Appoint members to attend to the special needs of the club..
- b) Vice President
 - a) Shall be an aide to the President and in case of the absence, disability or resignation, assume and perform the duties of the President.
 - b) Be directly responsible for trophies and awards and create a Proposed Race Schedule.

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- c) Secretary
 - a) Keep a permanent record book of the proceedings of all meetings.
 - b) Issue notices of meetings and agenda after consultation with the President.
 - c) Conduct the correspondence of TKQMA.
 - d) Keep a current list of all members available.
 - e) Have custody of the Topeka Constitution and By-Laws and have custody of the Topeka Rules and Regulations.
 - f) Submit, by hand or mail, the following items to all TKQMA members: current membership list, TKQMA by-laws, TKQMA racing rules and regulations, and monthly general meeting minutes.

- d) Treasurer
 - a) Collect all fees and dues.
 - b) Pay all bills of TKQMA and render an accounting each month of all receipts and expenditures. Payments will not be made in advance and reimbursement can only occur if a receipt has been submitted.
 - c) Submit the books to be audited on an annual basis. The audit will be done by a committee by randomly selecting transactions each quarter to confirm expenses, deposits, etc. The committee members will meet on a designated day so that the audit can be completed during this designated time.
 - d) Complete annual filings for corporation.

- e) Race Director
 - a) Coordinate the time trials and work with the scorekeepers in setting up the races on each race date. It is the duty of the Race Director to see that alternates are appointed to fill the job of any official who does not appear for a race program. He/she will recommend replacement or changes in the officials or racing schedules.
 - b) He/she is in charge of coordinating the activities of the Pit Steward, Technical Committee, Safety Director, Timers and Scorekeepers and will see these positions are filled for each race date.
 - c) Appoint a pit steward for each race day that shall inform the car handlers of the position of their car in the line-up gate during timing and race events.
 - d) Authority to cancel an event for inclement weather.

- f) Technical Director
 - a) Be in charge of the Technical Committee to handle the technical affairs of TKQMA, as per rules and regulations.
 - b) Assist the Safety Director at meets when necessary.
 - c) Authorized to select a third member to be committee person for a Technical Committee.
 - d) The Technical Committee may protest any car at any time and cause it to be torn down and inspected.

- g) Safety Director

- a) Handle all safety affairs of TKQMA and be responsible to see that all cars meet the QMA safety rules.
 - b) Hold safety inspections on opening day and inspect one class each week thereafter.
 - c) Be observant at all times of any safety violations.
 - d) Be responsible to the Race Director in seeing that the race track and track equipment is in a safe condition.
 - e) Be an assistant to the Technical Director.
 - f) All cars must be checked at the track by the Safety Director or Technical Committee when appearing after having a collision.
- h) Track Director
- a) Be responsible for opening and closing the judges' stand and public address system for all meets.
 - b) Make sure the track is in a safe racing condition, and the stopwatch or electric timer is in accurate working order, etc.
- i) Publicity/Novice Director
- a) Responsible for the publicity of the race club to promote and attract new members through events such as Need for Speed and others.
 - b) In charge of the TKQMA novice program as per current QMA handbook.
 - c) Works with the Regional Director, who is in charge of the Novice Program for the region.

ARTICLE IV: MEETINGS

SECTION A: GENERAL MEETINGS

- a) To transact the business of TKQMA
- b) A general meeting will be held once per month with a minimum of one week notification of the time and place posted on the TKQMA website.
- c) Robert's Rules of Orders for Parliamentary procedure will be followed.
- d) All matters voted upon shall require a simple majority of those present. For mandatory club member meetings, all matters voted upon shall require a simple majority of those present with those not present marked as absent and by default entering an abstain vote.

SECTION B: SPECIAL MEETINGS

Special meetings may be called by the President of TKQMA after consulting the other elected officers, if he/she is convinced that the need is sufficient urgent. Special meetings will be held directly before the next race meet or at another appropriate time with prior notification to all members.

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All matters voted upon shall require a simple majority of those present.
For mandatory club member meetings, all matters voted upon shall require a simple majority of those present with those not present marked as absent and by default entering an abstain vote.

SECTION C: ORDER OF BUSINESS

In all regular meetings of TKQMA, the order of business shall be as follows:

- a) Call to order
- b) Reading of the minutes of the last meeting and their approval.
- c) Reports of special committees
- d) Unfinished business
- e) New business
- f) Adjournment

ARTICLE V: SUSPENSION OF MEMBERS

SECTION A: SUSPENSION

Any member of TKQMA may be suspended if found guilty of any violations in the TKQMA Rules and Regulations, following the QMA Code of Conduct.

SECTION B: PERMANENT SUSPENSION

If a member's actions result in a permanent suspension from TKQMA, QMA will be notified of the proceedings. The QMA Code of Conduct will be followed regarding suspension.

SECTION C: SUSPENSION GUIDELINES

Any member may be suspended from TKQMA for actions or activities detrimental to the objective, purposes, and operation of this organization. If action is taken on permanent suspension of any member, it will be decided by a majority vote of the members present at a regular or special meeting with written notification prior to the meeting. The QMA Code of Conduct will be followed regarding suspension.

ARTICLE VI: AMENDMENTS

The Constitution and By-Laws of TKQMA may be amended at any regular business meeting of TKQMA with a majority vote of those present, provided that written notice of the proposed amendments have been given to all TKQMA members.