

# TUCSON QUARTER MIDGET ASSOCIATION (TQMA) BYLAWS

## **TQMA CREED**

To create and maintain a safe environment for boys and girls so they may enjoy a close relationship with their parents in the sport of quarter midget racing. A sport which requires skill and practice in the handling of quarter midget race cars, develops reflexes, alertness and coordination which will be of great value throughout their entire lives. To instill in our children, young generations, and members, the ideals of fairness, generosity, and a sense of responsibility without envy of others.

## **ARTICLE I**

Name: Tucson, Quarter Midgets, Inc.  
August 2013, (Amended 10/26/13, 8/22/24)

### **SECTION 1:**

Under the authority of the Arizona State Commission, there has been, and is hereby established the Tucson Quarter Midgets, Inc. ("TQMA" hereafter), located in the City of Tucson, State of Arizona. TQMA is a non-profit organization with a tax ID number as assigned by the State of Arizona. The principle office of TQMA for the transaction for corporate business shall be 9735 N. Casa Grande Hwy, Arizona 85742, in Pima County, State of Arizona. All original documents shall remain at this location.

### **SECTION 2:**

Memberships, rules, and regulations under Nascar Youth and TQMA shall prevail at all Nascar Youth sanctioned and TQMA club races. The elected secretary shall submit to Nascar Youth all amendments each year and as designed to renew the charter to maintain TQMA membership. TQMA will continue to be sanctioned under Nascar Youth until otherwise decided by a majority vote of all members in good standing at a TQMA club meeting. Any vote to change sanctioning bodies must be preceded by notice in writing, or email, to all members in good standing at least 15 days prior to the meeting at which the vote will take place.

## **ARTICLE II**

### **ORGANIZATION AND MEMBERSHIP**

### **SECTION 1:**

TQMA shall be a self-governed association run by the **Board of Directors**. The Board of Directors shall consist of 12 members. The Board of Directors shall consist of 12 members. Among those 12 members shall be **Executive Officers** and **Officers**. The Executive Officers are the President, Vice President, Secretary, and Treasurer. The Officers are Head Technical Director, Head Safety Director, Head Publicity Director, Head Racing Director, Head of Tower, Novice Trainer, Pit Steward, and Head of Construction.

The Board of Directors shall be responsible for the management of the affairs of the association and shall carry out and enforce all purposes and direction given to them by the voting membership.

### **SECTION 2:**

Membership within TQMA shall be open to anyone who wants to become a member thereof and desires to assist in furthering the purposes TQMA. No one need own a Quarter Midget race car in order to qualify for

membership. TQMA reserves the right to refuse membership to any person for just cause. Just cause is defined as any actions, intention or non-intention, that cause TQMA or its membership, hardship or is found to be detrimental to the club or its members.

Membership may be obtained by payment of dues to the Treasurer annually, with the membership period being January 1st and ending December 31st. Prepayment for the next year can be paid any time after September 1st. National renewal due date is October 31st and eloquent after December 31st. All members of the Association, including officers, shall pay dues to Nascar Youth In addition to said dues, members owning Quarter Midgets race cars shall pay and take driver insurance from the Association if not properly covered by another fully chartered Nascar Youth ~~USAC~~ club. This fee is included above.

Nascar Youth ~~USAC~~ members wishing to transfer membership to TQMA from another Nascar Youth club will need to pay full club fees in order to be considered a voting member, provided other voting eligibility is met. Transfer members not paying the full club fee will be considered nonvoting members for one year or until full club fees are paid and voting eligibility is met. Transfer members deciding to pay full club fees or change membership status within 30 days of a major club vote will be ineligible to participate in any major vote for 30 days, even if voting eligibility is otherwise met. Voting rights, minutes and any newsletter publications are only available to regular members of TQMA. Drivers may only be on family membership applications of Nascar Youth and TQMA.

Any Nascar Youth member who transfers their membership to TQMA without payment of full club fees will be considered a non-voting member for one year or until full club fees are paid and voting eligibility is obtained.

### **SECTION 3:**

The first scheduled meetings in April and May will be designated for the nominations of Executive Officers and Officers. Nominations will be completed at the end of the May meeting and voting will be done at the June meeting.

Any member charged with conduct unbecoming a TQMA member may be expelled from the membership by a quorum of the Board of Directors.

## **ARTICLE III**

### **DUTIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall have and exercise all powers granted by the TQMA Bylaws except that it shall not have the sole power to alter, adopt, rescind or nullify any part of the TQMA Bylaws or Rules and Regulations of TQMA. Any recommended changes to the TQMA Bylaws or Rules and Regulations of TQMA shall be put before the membership with the previously stated quorum.

### **SECTION 1: DUTIES OF THE PRESIDENT**

The president is the Chief Executive of TQMA and as such shall enforce all provisions and purposes of TQMA. (The president shall not run for or hold the regional director office during his/ her tenure.) The president shall perform the following:

- 1) Preside at all meetings of the membership and the Board of Directors.
- 2) May sign warrants supported by statements, which are drawn on the treasury.
- 3) Appoint members of all committees, except the nominating committee, including request for special committees.
- 4) Verify the bank balance monthly.

- 5) Be a non-voting member of every committee except the nominating committee.
- 6) Perform all duties as may be necessary.
- 7) Shall preside over office and Board of Director voting at the June meeting, assigned ballots being drawn up, passed out, collected and tallied.
- 8) The President or Secretary distributes all officers' club documents.

## **SECTION 2: DUTIES OF THE VICE PRESIDENT**

The Vice President shall, in the absence of the President, perform the duties of that office.

## **SECTION 3: DUTIES OF THE SECRETARY**

The Secretary shall perform the following duties:

- 1) Keep the membership records and issue membership cards in a timely manner.
- 2) Email or mail notices to all members of meetings, minutes of previous meetings, Bylaws, club rules, and Articles of Incorporation thereof.
- 3) Keep minutes, with accuracy, in proper books kept for this purpose.
- 4) Report to the membership the minutes of any Executive Officers' meeting.
- 5) Report all correspondence. Distribute all NASCAR Youth and TQMA rules and regulations to all members, including the latest updates.
- 6) The Secretary will work with the Treasurer or an appointed person to register and collect all pit fees and record all entries. An entry cannot be accepted without the proper safety inspection slips for the Safety Director and current TQMA membership and insurance cards.
- 7) The Secretary shall perform all other duties required as directed by the membership.
- 8) The Secretary is also a non-voting member of all committees, except the nominating committee.

## **SECTION 4: DUTIES OF THE TREASURER**

The Treasurer shall perform the following duties:

- 1) Receive and disperse all funds from and for TQMA. A complete set of books shall be kept listing all checks, cash, donations, sales of tickets, and all other forms of income. If two payments of insufficient funds are received, only cash will be accepted. A member who issues a check to TQMA which has been returned for insufficient funds cannot race the next race until full restitution has been made.
- 2) Give accounting at each monthly meeting.
- 3) Present an estimated expense to the membership regarding track expenses, trophy expenditures, and insurance. This should be done at the first meeting and an accurate account at the final meeting of the year.
- 4) The treasurer will work with the Secretary at registration and receive all pit fees or entries. All fees and monies are to be deposited within three (3) banking days to the TQMA checking account with an accredited banking institution.
- 5) One (1) signature of an Executive Officer is required to issue a check for purchases of less than \$500. Purchases of \$500 or more shall require approval of two Executive Officers. Purchases of \$5,000 or more shall require signatures of two Executive Officers. Receipts shall be required in order to be reimbursed for any expenses. Advances can be made for up to \$500. No additional monies can be advanced until receipts are submitted. The receipts shall be submitted within thirty (30) days of advance.
- 6) An audit of the TQMA treasury shall be performed by an accredited accounting firm, which is not affiliated with the Association.
- 7) All appropriate tax forms shall be filed every year.

## **SECTION 5: DUTIES OF THE TECHNICAL DIRECTOR**

The Technical Director, as head of the Technical Department, is directly responsible to the Board of Directors for the administration and interpretation of all rules having to do with the specifications of all cars as to design, general construction, size, weight, fuel, and engines. He/she shall also be directly responsible to the Board of Directors for the administration and interpretation of all rules and regulations as to classification of all cars and drivers and all racing procedures having to do with the conduct of all qualifying, competitive training, and education programs and events as they may concern the Technical Director.

#### **SECTION 6: DUTIES OF THE SAFETY DIRECTOR**

The Safety Director, as head of the Safety Department, is directly responsible to the Board of Directors for the administration and interpretation of all the rules having to do with all driver equipment, the handling of all fuel, gasoline and other volatile substances, all the safety belts, and the harnesses, as well as all rules and regulations involving the safety of drivers or of the public in the conduct of all qualifying competition, training, or educational programs and events as they may concern the Safety Director.

#### **SECTION 7: DUTIES OF THE PUBLICITY DIRECTOR**

The Publicity Director shall handle the publicity affairs of TQMA as directed by the Board of Directors. The publicity affairs of TQMA include the Social Media Postings (Facebook and Instagram), newsletters, advertising, public relations and promotional programs. The Publicity Director is also responsible for ordering, placing and maintaining the Sponsorship Banners at the TQMA track during the TQMA racing season.

#### **SECTION 8: DUTIES OF THE RACE DIRECTOR**

The members of TQMA shall elect the Race Director and his/her responsibilities are:

- 1) Conduct the Handler's meeting.
- 2) Begin the race on time
- 3) Makes all the racing calls. In making a racing call, the Race Director can call for the assistance of the flagman in making his/her call. All calls by the Race Director are final.
- 4) Appoint a flagman as necessary.
- 5) Ensure proper conduct of all members. If disciplinary action is deemed necessary, the member (owner, handler and/or driver) may be barred from participating at that event after conferring with the executive board.
- 6) Accept all written protest submitted properly with the time allotted, not to exceed one (1) hour after the incident in question and to assemble the proper protest committee for prompt action (only TQMA members may file an official protest -no verbal protests will be accepted from anyone)
- 7) Shall insure the track is ready for the race and shall insure that the track is properly secured at the end of the race. The Race Director shall insure that all TQMA equipment, doors and gates are secured prior to leaving at the end of the race day.

#### **SECTION 9: DUTIES OF THE HEAD OF TOWER**

The Head of Tower is directly responsible for all administrative duties on race day as follows:

- 1) Assist the Secretary to register and collect all pit fees and record all entries. An entry cannot be accepted without the proper safety inspections slip from the safety director and current TQMA membership and insurance.
- 2) Complete and post race lineups.
- 3) Maintains supplies of all needed race related documents.

- 4) Keep track of the pill draw.
- 5) Keep accurate account of qualifying track records.
- 6) All race results are recorded and reported to person(s) assigned to keep track of season points.
- 7) To assign scoring people for all heat and main races, and to assist in training new members on how to score a race.

#### **SECTION 10: DUTIES OF THE NOVICE TRAINER**

The Novice Trainer is directly responsible for instructing new drivers and handlers in procedures and safety of Quarter Midget Racing. It is also the duty of the Novice Trainer to work with the handlers to determine when a driver is ready to graduate and report to the Board of Directors. Novice program falls under Regional Director - Novice Trainer and Novice Committee.

#### **SECTION 11: DUTIES OF HEAD OF CONSTRUCTION**

The Head of Construction Director is directly responsible for all the track maintenance and improvements and is directly responsible to the board of directors for the administration and development of the track facilities.

#### **SECTION 12: DUTIES OF THE PIT STEWARD**

The Pit Steward shall perform the following duties on race day:

- 1) Assign persons for flagging during practice sessions.
- 2) Inform handlers when cars are allowed to enter the track and when cars are exiting the track.
- 3) Gets cars lined up in the pit area.
- 4) Make sure the gates remain closed except when cars are entering and exiting the track.

#### **SECTION 13: REMOVAL FROM OFFICE**

Failure to fulfill the duties of any elected office shall be just cause for removal from the office by a quorum of the membership.

#### **SECTION 14: REMUNERATION**

All TQMA members shall volunteer their services and shall receive no reimbursement or compensation of any kind for those services given on a volunteer basis.

#### **SECTION 15: MEMBERSHIP**

No member of the TQMA Board of Directors may hold an office in any other Quarter Midget Club except his home club, but can be a Member at Large. A TQMA member may be dropped for violation of TQMA bylaws, club rules, or just cause.

#### **SECTION 16: NATIONAL OFFICE**

Any member of the TQMA Board of Directors may also hold an office within Nascar Youth.

#### **SECTION 17: FULFILLMENT OF ELECTED TERMS**

Any elected member of the Board of Directors not fulfilling an elected term, for other than personal hardship, shall not be eligible to run for the upcoming year Board elections.

## **ARTICLE IV**

### **MEETINGS / VOTING / QUORUM**

#### **SECTION 1:**

No business will be transacted without a quorum. If a quorum is not present, all actions must wait until a quorum is filled.

#### **SECTION 2:**

A quorum shall consist of 3 members of the general membership and 6 members of the Board of Directors, at all general meetings. To transact business at a meeting of the Board of Directors, a quorum shall consist of 7 members of the Board of Directors.

#### **SECTION 3:**

Only TQMA members can attend TQMA club meetings. Non-TQMA members cannot attend TQMA club meetings without permission or invitation from a TQMA Executive Officer.

#### **SECTION 4:**

Herb Kai will be a lifetime member of TQMA and has the right and privilege to attend and participate in all TQMA races, meetings, votes and events.

#### **SECTION 5:**

General membership meetings will be held at least 8 times per year. The purpose of these meetings is to consider reports of the TQMA Board of Directors and to transact such other business as may be properly brought before the membership.

#### **SECTION 6:**

All members shall receive written notice of all regular meetings. Written notices shall be given by the Secretary and shall be mailed and/or emailed by request of the member, at least three (3) days prior to the meeting, except special meetings called by the President or the Board of Directors.

## **ARTICLE V**

### **VOTING PROCEDURES**

An **active driver** is defined as drivers having participated in at least 3 races in the prior 6 months.

A **member in good standing** is defined as a member having participated in at least three meetings throughout the prior 6 months, participated in at least half the work parties, attended at least half of the promotional events, or supported the club through monetary donations of a value of \$250.00 or more.

Each membership with an active driver shall be entitled to no more than 2 votes. The two votes can be the regular member, the spouse of the regular member, or the alternate member of the active driver on the regular member's membership. An alternate member must be a paid USAC member listed under his or her regular member. Regular members in good standing with an active driver on their membership may participate in major club votes.

The spouse or an alternate member of the regular member in good standing may also participate in major club votes, but the number of votes per family is limited to no more than 2 votes. A membership with more than one active driver is still limited to no more than 2 votes.

New members must have completed a 60-day probationary period and must also be deemed a member in good standing in order to be eligible to participate in any major club vote. The scheduled meetings in April and May shall be designated to nominate members for positions on the Board of Directors. Nominations shall be completed at the close of the May meeting. Elections shall take place at the next scheduled meeting in June.

When ballots are called for and collected, voting is complete. All positions on the Board of Directors will be elected for a one (1) year term. Newly elected members of the Board of Directors shall assume their duties at the conclusion of the June election meeting. All exiting members of the Board of Directors will have seven (7) days to transfer all club properties to the incoming Board of Directors. Two (2) members of an immediate family may serve both as Executive Officers.

The President, Vice President, Treasurer, and Secretary shall not hold the same office for more than two (2) consecutive terms, unless the club's active membership deems it necessary. A majority of the members present shall elect the new members of the Board of Directors. If more than two (2) candidates are running for the same office, the candidate with the most votes shall be elected. If only one (1) candidate is running for a position, a ballot vote is not necessary. Voting will be done by acclamation.

To vote, a member must be present and be considered a member in good standing. Exception: Voting by phone or email will be allowed if the member in good standing is unable to be present at the club meeting. Votes by phone or email must be submitted to the President or Secretary before the end of the club meeting at which the vote is taken.

Any motions made from the floor or any committee recommendations shall be decided from a majority vote. After a vote has decided the question, a two-thirds (2/3) vote of the membership present is required to repeal or amend the question. This includes meetings of the Board of Directors. Any and all committee recommendations will be voted on by the membership. No committee can make a mandatory rule or judgment. All rules or bylaw changes must be mailed out 15 days prior to the next meeting.

## **ARTICLE VI**

### **MEMBERSHIP HEARING PROCEDURES**

Any member of TQMA, including members of the Board of Directors, can be suspended or removed from membership for just cause, as determined by the Board of Directors. Any TQMA member may file a complaint against another member with a written letter to the President. The President will review the grievance and present it to the Board of Directors. Just cause can be, but not limited to, the physical or verbal abuse of a child, member, judge, race official or member of the general public, in person or through multimedia (i.e. internet social network sites, e-mail, text messaging, voicemails, etc.) or any other causes agreed upon by the Board of Directors.

Recommendation of fines, suspension or removal will be determined based on the degree of the infraction. Any former or current TQMA member found to act in any way felt to be detrimental to the TQMA club and its membership and felt to be in direct conflict with the TQMA mission of providing a safe and fun racing experience for kids, may be banned from the track for life, as determined by the Board of Directors. TQMA membership is a privilege and not a right. After the Board of Directors has reviewed a grievance or complaint and made their recommendation, the offending member will be given written notice of a time and place for a hearing with an opportunity to defend or explain.

If a grievance is enough to dismiss or remove a member, a two-thirds (2/3) vote of the Board of Directors will be enough to remove that member. If removal is not passed, a vote of the majority of the Board of Directors will be enough to suspend or fine the offender. A member notified of a suspension will not be able to participate in any club activities. A member who appeals their suspension shall not be allowed to race or participate in club activities at a local level, without approval of the Board of Directors, until the appeal is heard and reversed by the appropriate board.

Any former or current TQMA member suspended, expelled or banned from the TQMA track will not be allowed on the TQMA premises for any reason, nor will said person be allowed to attend any TQMA events or meetings. Any current TQMA member who allows access to the TQMA track to any former or current TQMA member, who is currently banned or suspended from TQMA, will be issued a 90 day suspension and will be placed on probation for one year.

If a grievance involves an Executive Board member or a Board member, the same procedure is followed as above. The President calls the meeting to order and the Secretary takes the minutes. If the grievance involves the President, the President will open the hearing and then pass the gavel to the Vice President. The Secretary takes the minutes. If the grievance involves both the President and the Vice President, the President will open the hearing and then pass the gavel to the Secretary and the Treasurer takes the minutes. If the grievance involves the Secretary, the President can assign the Vice President or the Treasurer to take the minutes. If the grievance is filed against the Treasurer, the same procedure is used as outlined above.

If any action results in the resignation or removal of a member from the Association, the President has the option of appointing a replacement or recommending a replacement to the Board of Directors. The President can also choose to let the membership elect a replacement. If the President resigns or is removed, the Vice President assumes the Presidency.

## **ARTICLE VII**

### **EQUIPMENT**

#### **SECTION 1**

All equipment pertaining to, donated to, or purchased for TQMA, or held for TQMA, and supplies used in connection herewith, and all funds of TQMA from whatever source obtained, including receipts from operations, shall be used only for the improvement of the property and services of TQMA. All equipment shall be inventoried and entered into a Master Log. A receipt will be issued for donations in excess of \$250.00 in value. Any persons loaning equipment to TQMA for use, shall have a conditions of use agreement.

#### **SECTION 2**

No profit or earnings of any kind will be distributed to the membership of TQMA. All such earnings and profits, if any, shall be used by TQMA to improve, expand and extend its facilities and services according to the purpose as set forth in the Articles of Incorporation.

## **ARTICLE VIII**

### **CERTIFICATES**

TQMA shall not issue shares of stock or membership certificates. The capital of TQMA shall be obtained entirely by donations and contributions, dues, assessments, and such earnings as may be realized from the operations of TQMA.