



# Doylestown Quarter Midget Racing Club

## By laws

The name of the association shall be:

Doylestown Quarter Midget Racing Club (DQMRC)  
DBA as Honey Brook Speedway

The address of the Association for the transaction of business shall be:

DQMRC  
234 Kevin Lane Broadheadsville, PA 18322

Or the current President's address.

**(DQMRC)** will be the abbreviated initials for the club.

## **PURPOSE**

Revised March 2019

Doylestown Quarter Midget Racing Club is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Doylestown Quarter Midget Racing Club will operate as a non-profit Corporation organized under the laws of the State of Pennsylvania, with donations and volunteer labor being their sole means of support. At no point in time will any member be reimbursed for donations or volunteer labor

Children and the parents or guardians of those children, will be given an opportunity to learn and develop the skills, aptitudes and the means necessary to complete in young people's organized motorsports activities.

Honey Brook Speedway and Doylestown Quarter Midget Racing Club(DQMRC) will provide the opportunity for children to learn and develop interpersonal skills in the following areas:

- Physical Coordination
- Self-reliance
- Alertness
- Awareness
- Positive interaction with other children and adults
- Fairness
- Generosity
- Good sportsmanship
- Respecting the success of others ▪
- Following rules
- Being responsible for one's actions

## **PROPERTY AND FUNDS**

### **Ownership**

All assets, both tangible and intangible, pertaining to, used by, purchased for, donated to, or held for the Doylestown Quarter Midget Racing Club, from whatsoever source obtained, shall be the sole and exclusive property of the Organization and shall be used only for the improvement of the property and services of the Organization. If the membership of the club splits, all tangible and intangible assets are to remain with the Club that is staying at the Honey Brook Speedway Facility. Upon dissolution of Doylestown Quarter Midget Racing Club, all tangible assets or the proceeds there from, shall be distributed to a non-profit charitable organization within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any

future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **Profits**

No profits or earnings of any kind will be distributed to the members of Doylestown Quarter Midget Racing Club, and all such earnings and profits, if any, shall be used by the Organization to improve, expand, and extend its facilities and services.

## **Membership**

The members of Honey Brook Speedway are individuals that have petitioned the BOD of DQMRC for the right of membership. A DQMRC application must be completed and the corresponding membership paid at the time an application is submitted for approval by the BOD. Individuals or families submitting applications without paying the associated application fee at that time will not be considered for membership until such fee is paid.

Honey Brook Speedway members must also be signed up as USAC members.

DQMRC Membership Applications will be considered from any person 18 years of age or older.

To be a member of DQMRC you must also petition the primary sanctioning body associated with the DQMRC for membership. Petitions must be submitted in accordance with the sanctioning bodies' membership application requirements. All fees charged by the sanctioning body to obtain membership must be paid at the time the application is submitted to the sanctioning body for approval.

Any applicant who has received a code of conduct from any .25 Quarter Midget racing organization during the preceding two-year period will be forwarded to the DQMRC Board of Directors (BOD) for review.

By a 5/9 vote of the DQMRC BOD, any DQMRC application can be denied.

## **Application of Membership**

Membership may be obtained by written application and acceptance from BOD. A prospective new member will have a probationary period until they have competed in 50% of the races scheduled for a season and meet all other voting criteria. The member will have no voting rights during this probationary period.

Dues will be accepted and they will be welcomed to the club by the BOD. General qualifications are good character, sportsmanlike conduct and a willingness to work with youngsters and promote the sport of .25 Quarter Midget racing.

A probationary membership may be terminated during this period by a majority vote of the BOD. There will be no appeal.

## **Membership Types:**

### **A. Regular Membership**

Regular memberships are available to anyone 18 years of age or older. A Regular Membership is defined as the membership assigned to an individual or family. An individual membership may be assigned to the parent, legal guardian or car owner of a driver. Family membership will include all drivers under the age of 18 when those drivers live in the same household as the membership household. A Regular Membership has voting privileges with DQMRC. One (1) vote per Regular Membership.

### **Alternate Handler(s)**

Alternate Handler Memberships are available to anyone 18 years of age or older. Alternate Handler Memberships are available to individuals that wish to participate in sanctioned events. Alternate Handler Memberships are assigned to a single individual. No drivers may be included in the Alternate Handler Membership. Alternate Handlers are provided insurance coverage, but do not have DQMRC voting privileges. Costs of the Alternate Handler Membership are sanctioning body related.

### **B. Alumni Membership**

Alumni Memberships must be retired quarter midget driver/family and be in good standing. Alumni members cannot have active quarter midget drivers. Alumni members do not have club obligations nor voting rights unless they have been elected to the board. Alumni members are required to join sanctioning body- USAC.25 as an Associate Member. The fee will be reimbursed by DQMRC if the Alumni member volunteers at 50% or more DQMRC events during the scheduled racing year.

## **Membership Fee Schedule**

All DQMRC membership applications will be prorated to the date signed once the board approves the membership. DQMRC membership year will run for the current year listed on the application through December 31<sup>st</sup> of the same year listed on the application.

## **Track Usage**

The track is open to members in good standing during normal business hours. Two adults must be present at all times when a car is on the track and the appropriate waivers must be signed the day of practice.

Non-members of DQMRC will only be allowed to access the track to practice during times other than a sanctioned, publicized event if, and only if they are with a DQMRC member in good club standing, and during normal business hours.

When the track is closed, it is closed. No one is allowed to use the track when it is closed. Anyone found tampering with locks or entrance gates will be dealt with by the Board of Directors. There are cameras on the property.

## **Roster/Mailing List and Social Media**

The Honey Brook Speedway roster and mailing list and Social Media Site is the sole property of DQMRC. Neither the roster nor the mailing list shall be disseminated to any person, organization or entity without the permission of the DQMRC BOD. No fee shall be levied for the roster, except for copying/ mailing costs.

DQMRC reserves all rights to events, images, and descriptions on and off the track during the activities relating to and the events conducted by DQMRC/Honey Brook Speedway. Photography, electronic images, and/or videotaping for sale to the general public, is prohibited without the express written permission of the DQMRC. Contact Current Club President regarding permission.

## **Conduct**

**ACTIONS DETRIMENTAL TO THE CLUB, SPORT AND/OR HONEY BROOK SPEEDWAY FACILITIES.**

DQMRC code of conduct shall include Honey Brook Speedway Facilities while utilizing DQMRC Facility or any other USAC sanctioned track.

DQMRC shall maintain a code of conduct that establishes penalties for members that behave inappropriately at the Honey Brook Speedway Facility and any other USAC sanctioned track/event/club. The code of conduct is consistent with the laws of the State of Pennsylvania. The code is consistent with the bylaws of the sanctioning body.

The code establishes guidelines for punishments for misconduct on the part of DQMRC members.

All members including extended family and guests will also be subjected to code of conduct guidelines.

No monies will be refunded for membership or entry fee if any of the above requirements are not met at the BOD's discretion

## **Social Media Policy**

DQMRC acknowledges that social media can be a fun and rewarding way to share your life and driver's accomplishments with family, friends, co-workers, etc. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, as well as any other form of electronic communication. However,

use of social media carries with it certain responsibilities. DQMRC Members, drivers, handlers and associated family members are expected to not engage in conduct that could adversely affect DQMRC and Honey Brook Speedway, its members, drivers or handlers.

Posting of content by DQMRC members, drivers, handlers and associated family members about or against the DQMRC, its members, drivers, handlers, Board of Directors, sanctioning body and its affiliated tracks, or track owner that could be viewed as malicious, obscene, threatening or intimidating, that disparage others or that might constitute harassment or bullying will not be tolerated and may result in disciplinary action up to and including suspension as deemed appropriate by the DQMRC Board of Directors.

All DQMRC members and their associated drivers, handlers, and family members must also adhere to the current sanctioning bodies' Social Media Policy. Failure to comply with the sanctioning bodies' Social Media Policy may result in disciplinary action up to and including suspension as deemed appropriate by the DQMRC Board of Directors or the sanctioning body.

In addition, the DQMRC Board of Directors reserves the right to refuse **anyone** (whether or not affiliated with the current sanctioning body and its affiliated tracks, DQMRC, a DQMRC member, driver or handler, or another quarter midget club/association) at any time from attending or participating in any race or event held at Honey Brook Speedway for conduct the individual has engaged in on Social Media (past or present) that is deemed by the Board of Directors to be defamatory against the DQMRC, its members, drivers, handlers, Board of Directors, sanctioning body and its affiliated tracks, or track owner.

### **Code of Conduct (DQMRC)**

To ensure that every family's experience at DQMRC (or any other USAC Sanctioned track/event/club that a Honey Brook Member and/or extended family attends) is a positive one, the club has instituted a "zero tolerance" policy. DQMRC members competing at a USAC sanctioned track/event shall conduct themselves appropriately, you are representing Honey Brook Speedway. Review the violations below and make sure that everyone associated with your race team is familiar with them. This policy will be strictly enforced and all decisions will be made by the DQMRC Board of Directors.

Cooling off period: excluding serious egregious or bodily harmful violations, anyone filing a COC on a driver, member, handler, family member, etc. shall have a cooling off period until the next racing event or club meeting (whichever occurs first) to withdraw their COC violation if they choose. If the person chooses to go forward with their COC violation, it will be heard by the BOD no later than the following race event or club meeting (whichever occurs first). All parties involved may present witnesses at the COC violation Board hearing. The Board will then decide by majority vote the outcome of the COC violation. If significant evidence is found that a COC violation has occurred, the accused will be notified via postmarked certified return receipt mail within five (5) days of the BOD

decision. The accused has seven (7) days to appeal by certified return receipt mail. Any physical violence or destructive actions will be dealt with immediately by the BOD and local law enforcement. Guilty parties will be asked to leave the premises immediately.

<b>Violation/Action</b>	<b>Suspension Term*</b>
Possession of Firearms	Termination of DQMRC membership
Deliberately damaging, destroying or defacing DQMRC/Honey Brook Speedway property and facility or any other USAC sanctioned track	Minimum one (1) year plus cost of daes
Being under the influence of drugs or alcohol during racing conditions	Minimum six (6) months
Making any type of verbal or physical threat to any person at the Honey Brook Speedway Facility or any other USAC sanctioned track (including drivers)	Minimum one (1) month
Throwing object in pit area or hot chute	Minimum two (2) race weekends
Ignoring instructions from a Track Official/BOD	Minimum one (1) race weekend
Violating DQMRC Rules and Bylaws	Minimum one (1) race weekend
Excessive yelling, comments or obscenities directed at a Track Official, Handler, Driver, or tower scorer/staff	Minimum one (1) Race Weekend
Driver deliberately hitting another driver while on the Race Track or in Hot Chute	Minimum Done for the Day & DQ from class for the day (DQ not droppable) (Note: Driver only)
Driver making an obscene hand gesture to a track official, handler, or driver.	Minimum Done for the Day & DQ from class for the day (DQ not droppable) (Note: Driver only)
Any misuse of the DQMRC roster or mailing list or social media	Minimum one (1) Race Weekend
Using Track when closed /tampering with locks or entrance gates	Minimum six (6) months during the open track season

### **Probation**

A member may be put on probation for a period of time at the discretion of the BOD for any conduct violation. The member will be monitored and must conduct themselves in accordance with DQMRC bylaws/rules in order not to be suspended per code of conduct guidelines. All probation notices will be in writing. A family membership is not in good standing until the end of the probationary period.

### **\*Suspension Terms**

All suspensions are for the ENTIRE race team (per the DQMRC BOD), unless otherwise noted.  
 All driver suspensions are for that individual driver only.  
 All suspension terms begin immediately.  
 All suspensions will be approved by Board of Directors in attendance of DQMRC function.  
 Suspension term will be determined by the Board Members in attendance on date of Hearing.  
 Suspension term can carry over to the next calendar year.  
 Multiple violation/actions within a 12 month period will receive a suspension term.

All Suspensions terms may be adjusted due to the severity of the violation by the Board of Directors.

Written notification of Suspension term will be sent via certified return receipt mail, postmarked within five (5) days of violation.

Appeals must be received via certified return receipt mail to the DQMRC Secretary in writing within seven (7) days of receiving written suspension notification.

## **Appeals**

An appeal committee will be set up by the BOD. The committee will consist of three (3) DQMRC Regular members (in good standing with the club), a race day official (this will include the race day official from the day of the incident in question) and a board member. The appeal committee will be chosen prior to the first race of the season. Appeals will be heard by the appeal committee before the next function. Any member that receives a verbal or written warning retains his/hers voting rights.

## **Member in Good Standing**

An DQMRC member is in good standing when:

1. The member's membership applications are completed and processed by the current sanctioning body and DQMRC.
2. All fees/fines are paid in full.
3. The member is not under any suspension/probation.
4. The member must attend 50% of club meetings in your membership year.
5. Join one committee from group A and complete the duties assigned (see descriptions below)

Race Director/Flagging  
Tech and Scales  
Track Opening  
Closing Code of Conduct  
Safety/Pit Steward

6. Join one committee from group B and complete the duties assigned (see descriptions below)

Banquet and Event planning  
Fundraising/ Promotional  
Awards



## Points Alumni

7. Participate in two fundraising/promotional activities for the club.
8. Participate in both the track opening and track closing work party.
9. Volunteer through a rotation in the Tower and Concession Stand- exceptions may be made by the Board to excuse a member from these duties per written request.

When a member is not in good standing, the member may not:

1. Participate in any DQMRC function.
2. Hold any elected or appointed position in DQMRC.

### **Fines**

If a member does not fulfil their committee duties from group A and/or B with the exception of Publicity, Banquet and Event planning and Fundraising/Promotional there will be a \$30.00 fine per incident.

#### **Group A**

In the event that you cannot be present to fulfill your Committee duties YOU will be required to find a replacement. If you are able to arrange a replacement for your scheduled duties, you must inform the head of that committee in writing (via email or text), as to who will be filling in for you. Your replacement is now responsible to report to the head of that committee. If you cannot find a replacement for your work duties, you will be fined \$40 which will be due before the next race event at Honey Brook Speedway.

If a member does not fulfil their opening and/or closing work duties there will be a \$40 fine per incident.

#### **Group B**

The committee head will designate duties to be fulfilled. You are required to assist with that committee to the best of your ability. If the committee head does not feel you have fulfilled your obligations they will report it to the Board of Directors. If the Board of Directors agrees, you will be given a written notice to fulfill your duties. If you continue to be in compliance with your obligations you will be fined \$150.00 which will be due before the next event at Honey Brook Speedway.

If a member does not fulfil their yearly committee duties for Publicity, Banquet/Event Planning and Fundraising/Promotional there will be a \$150.00 fine.

The fine for not fulfilling a promotional/fundraising event duty will be \$100 per incident.

The fine for not fulfilling a tower/concession duty will be \$40 per incident.

The fine for not fulfilling meeting requirements is \$25.00 per meeting missed to complete 50%

If at any point during the membership year three committee duties are not fulfilled it is at the BOD's discretion to suspend the member. This suspension will be on top of the incident fines.

BOD may reinstate a members good standing upon written request of said member.

A member's voting rights will be suspended if they are not a member in good standing.

If a member does not participate in opening and/or closing work party duties (8 hours each) the member will be fined \$40 per incident. Members will not be allowed to race until work party duties are fulfilled (will carry over to the following year if applicable). If a member can not attend they can send another person in their place to fulfill the duty.

### **Authorities**

The affairs of the club will be governed by the bylaws of the DQMRC.

The DQMRC bylaws must be consistent with the bylaws of the sanctioning body that DQMRC belongs to. No item in the DQMRC bylaws may be in violation of any Pennsylvania law. The bylaws will ensure that the rights of the DQMRC and all members of the DQMRC are protected.

The bylaws will ensure the obligations of all members of the DQMRC are established and met.

All club business will use Robert's Rules of Order to conduct meetings without any more formality than is absolutely necessary to protect the rights of members and maintain order.

Including:

The club President cannot make a motion or vote by proxy  
The club President only votes in the case of a tie

Any current DQMRC member may submit change proposals.

The DQMRC February meeting date will be the meeting in which club and ground rule documents are opened and closed. All rule change proposals will be notified to members through written communication which may include at least one of the following- email, posting on website, posting on social media.

The DQMRC March meeting date will be the meeting in which bylaws are opened and closed. All proposals for changes or additions to the bylaws must be submitted by March 1st. Bylaw change proposals will be notified to members through written communication which may include at least one of the following- email, posting on website, posting on social media.

### **Administration**

DQMRC is administratively divided into two groups, the membership and the elected Board of Directors (BOD) who are also members of DQMRC. Any regular member in good standing may

become a BOD member in DQMRC. All positions in DQMRC are volunteers that have either been elected or appointed.

**Board of Directors (BOD)**

The DQMRC BOD is elected or appointed DQMRC members that have volunteered to hold a position as a DQMRC BOD member and consists of the following:

- A. Nine elected officers
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Five (5) Members at Large

All Board members must have a minimum of one race season of .25 Quarter Midget racing experience prior to election or appointment to the DQMRC BOD.

**Board of Directors Elections**

The membership shall, annually, nominate and elect BOD members. The term of office for DQMRC BOD shall be for one (1) year or until removed, whichever comes first.

No two (2) members of the same immediate family shall serve on the Board of Directors at the same time, unless the following occurs at the time of the vote:

- 1) The clubs active membership (regular members in good standing) falls below 30 members or no other eligible member runs for the position. If this occurs, it may be necessary to have two (2) members of the same family serve on the Board of Directors in order to keep the club operational. If members from the same family are on the board, they cannot both be authorized signatures on checks. There would need to be an alternate Board member given signing authority.

OR

- 1) Said family members are each and in their own, separate members with DQMRC and the current sanctioning body.

Multiple family members may be nominated for BOD positions, however, at least two (2) weeks prior to the annual elections, the club Secretary must be notified with which member will be running for their nominated position, unless one of the above is noted.

**Nominations for Office**

Nominations for Board of Directors positions shall be open on September 1st, prior to the October meeting designated for elections.

All regular DQMRC members in good standing must be provided an opportunity to submit nominations. The DQMRC Secretary shall accept written and verbal nominations for each elected official no later than one (1) week prior to the annual October meeting of the year proceeding the

year for which the nominated elected official will serve. Any one receiving nominations for multiple positions must choose which position they will run for two (2) weeks prior to the October meeting. Anyone being nominated must accept their nomination or they will not appear on the ballot. Any nominee may remove their name up until ballots are handed out.

The DQMRC Secretary shall certify all prospective nominees meet the following criteria for office:

21 Years of age or older.

Regular member in good standing of DQMRC

Minimum of one (1) full racing season in .25 Quarter Midget racing at the DQMRC

The DQMRC Secretary shall compose the election ballot in a timely manner prior to the October election meeting.

### **Elections for Office**

The DQMRC BOD shall develop and implement procedures that will deliver an accurate delivery and count of ballots.

The Board shall appoint three (3) regular club members in good standing not in direct relation to anyone running for a BOD position to receive and count all ballots.

In the event of a tie the election officials will announce who is tied and only those who are tied will be voted upon.

All regular DQMRC members in good standing must be provided an opportunity to vote for board member nominees.

Each family holding a regular membership will be entitled to one (1) vote. This includes if two members of the same family hold a board position.

Elections for Board of Directors shall take place during a meeting in October. Paper ballots will be distributed to eligible voting members of the club and then counted at the meeting. The results of the election will be announced at the same meeting. Voting members may request an absentee ballot. Ballots must be requested in advance and be emailed to the Club Secretary one (1) week prior to the election. Completed ballots must be emailed to Club Secretary no later than 12 p.m. of election meeting day.

The DQMRC official's election cycle will be completed no later than the first day of January every year.

Newly elected and re-elected officials shall take office on January 1 of the following year of the election. BOD members must have memberships paid within 30 days of sanctioning body opening applications.

Outgoing officials shall coordinate a timely transition of supplies and paperwork. A transition meeting shall be held between the current Board of Directors and the newly elected Board members following the yearly election meeting. The purpose of this meeting is to coordinate the timely release of all club documents to appropriate incoming Officers and review Club and Board information necessary for the smooth running of the organization. All proprietary Club documentation must be turned over to the new Board of Directors.

## **Removal from Office**

The DQMRC Vice President or designated board member, upon written request of three (3) regular DQMRC members in good standing, shall conduct a recall vote for any DQMRC elected official. The written request for removal must include:

Facts surrounding any event that was associated with the request for removal and Witness statements.

A recall ballot must be prepared and a notice of time, date, place and purpose of the meeting shall be sent to all regular members of DQMRC. Each family holding a regular membership that is in good standing will be entitled to one (1) vote. The BOD member who is being recalled will also be notified of meeting.

The recall ballot will provide all regular members in good standing of DQMRC an opportunity to review the response of the official being charged with the recall.

Every attempt must be made to hold the recall election process within 30 days of receipt of request.

The DQMRC Vice President, or appointed board member and two (2) other regular members in good standing of DQMRC will open and tabulate the received ballots.

The officer being recalled shall retain their regular member vote but shall not have a BOD vote in the recall election.

The DQMRC Board shall, at a convened special meeting, remove from office, any official that:

Receives a two thirds vote, affirming the recall, from those ballots returned by the regular membership

The results of the BOD actions shall be announced at the recall meeting and minutes from meeting will be recorded and kept on file.

Any officer removed from office as a result of a recall vote shall, within five (5) calendar days of receipt of notification of removal from office, deliver all DQMRC properties to the DQMRC Vice President, or designated board member.

No removed officer may hold an elected office until the following calendar year election cycle.

Any officer may be removed by a two thirds vote of the BOD, without any membership vote. The officer being removed shall not have a vote.

## **Vacancy of Office**

The DQMRC BOD shall, upon completion of appropriate procedures, declare offices vacant for the following reasons:

- Unexcused absences (missing three consecutively scheduled monthly club meetings) without valid reasons
- Removal from office

- Resignation
- Loss of good standing

BOD vacancies that occur at any time during the race season may be filled by transferring a current BOD member to the vacant position in order to serve the best interests of the club. The club will approve the transfer at the next club meeting. The open board position as a result of this transfer will then be filled by nomination and election.

Interim office holders must meet the same qualifying criteria as any nominated office holder.

Board members whose office is declared vacant due to being removed or resigning from office shall be ineligible to run for any other vacant office. Removed or resigned officers may not hold elected office for one full year from the time of removal/vacancy.

BOD vacancies may be filled by any regular member in good standing who meets the DQMRC nomination criteria and receives a majority of votes of a special election held to fill a vacancy.

The DQMRC shall conduct the Special Election

The election process will provide all regular DQMRC members in good standing an opportunity to submit nominees for the vacant board position.

The election process will provide all regular DQMRC members in good standing an opportunity to cast a vote for the vacant board position.

Each family holding a regular membership in good standing will be entitled to one (1) vote.

### **Quorum – Board of Directors**

Quorum – Board of Directors A minimum of 5/9 elected board members must be present to constitute a quorum. All board members must be notified of meeting through written communication (email or text).

### **Quorum – Club Meeting**

The following BOD/DQMRC members must be present at all DQMRC club meetings to constitute a quorum:

25% or more regular club members in good standing and 5/9 BOD members.

### **DQMRC Board of Director (BOD) Meetings**

DQMRC BOD conducts board meetings when necessary during the year.

The board may take no action unless a quorum is present. Any action taken by a majority of those present shall be regarded as an action taken by the board.

The minutes of all DQMRC BOD Meetings shall be recorded and kept on file.

## **DQMRC BOD Emergency Meetings**

The DQMRC President may convene emergency DQMRC BOD Meetings.

Upon demand of 5/9 DQMRC Board members, the DQMRC President will convene an emergency DQMRC BOD meeting.

Emergency BOD meetings are specifically authorized so that the BOD may quickly react to emergency situations.

The club President will make every effort to contact all board members. The board may take no action unless a quorum is present.

Any action taken at an emergency meeting held shall be regarded as an action taken by the board of directors and be recorded as minutes and kept on file.

## **DQMRC Club Meetings**

The DQMRC club conducts meetings as required. Club meetings are held at various locations throughout the year. *The Club Secretary is to notify the club no less than five (5) days prior to a meeting with an agenda, date, time, location.*

All regular monthly meetings will start at 6:30 p.m. unless otherwise specified, except during the racing season when meetings may be held trackside.

The DQMRC President shall preside at the meeting.

The DQMRC Secretary shall record the minutes of the meeting.

The club may take no action unless a quorum is present. Any action taken by a majority of regular members in good standing present at a meeting held shall be regarded as an action taken by the club.

The agenda will include but will not be limited to:

- Minutes of the previous meetings
- Financial reports
- Old business
- New business

All regular members in good standing have a responsibility to attend and participate in DQMRC club meetings.

Any person holding a Regular, Alumni or Alternate Handler DQMRC Membership in good standing may participate in DQMRC club meetings. Each family holding a Regular Membership will be entitled to one (1) vote. Alumni Members are NOT allowed to vote. Regular members in good standing may designate one (1) Alternate Handler in good standing to cast their votes.

## **Duties of Officials**

## **Board of Directors**

The Board of Directors shall control the business and affairs of DQMRC.

The Board of Directors shall have complete response authority to extraordinary events that would take place between scheduled monthly meetings. Extraordinary events may include but not be limited to:

- Misconduct at Club Functions.
- Code of Conduct issues
- Sets yearly budget for track expenses

The Board of Directors shall have the power to appoint committees and assign the powers and authority of the Board of Directors to those committees. The Board of Directors will be responsible for the actions of any board assigned committee. The Board of Directors shall have a Five Hundred (\$500.00) Dollar discretionary spending fund. The board upon submission and approval of expense by membership will have fund replenished to \$500.00 allowance from DQMRC account.

All expenditures concerning track operation expenses must be approved by the President, Vice President and/or Treasurer.

The BOD shall have the power to appoint another BOD member to act upon their behalf in their absence.

All problems or complaints should be called to the attention of a BOD member. Never to the property owner of DQMRC.

BOD members will make every attempt to respond to member inquiries within 48 hours. Issues that need to be addressed to a BOD member should be no later than 9 pm unless otherwise specified by the BOD member.

## **President**

The DQMRC President shall, under the direction and control of the DQMRC BOD:

- Will be the only person to direct any issues to the property owner. Through general supervision, directions and control of the operations of DQMRC, implement the policies of the DQMRC BOD. Be present at all DQMRC BOD meetings.

- Preside at all DQMRC club membership meetings.

- Will meet with track officials to keep communications open and negotiate rents.

- Be the official DQMRC representative to quarter midget organizations

- Be the official DQMRC representative to the general public.

- Attend all DQMRC organized events

- Establish a communications plan with the BOD



Ensure medical and liability insurance coverage is provided for all DQMRC members

File all required forms to renew and maintain the clubs Racing Charter(s)

Shall be required to be bonded. Shall be bonded for \$50,000 at the expense of DQMRC, at the discretion of the current BOD.

Assign other duties as needed.

### **Vice President**

The DQMRC Vice President shall, under the direction and control of the DQMRC BOD:

Assist the Club President

In the absence or incapacity of the Club President, perform the duties and exercise the powers of Club President.

Maintain the material condition of indoor and outdoor facilities

Organize work details

Organize the DQMRC concession stand

Conduct authorized recall votes of elected officials

Perform such other duties as may be assigned by the Board of Directors

### **Secretary**

The DQMRC Secretary shall, under the direction and control of the DQMRC BOD:

Record the minutes of all DQMRC BOD meetings and all DQMRC club meetings

Process memberships

Maintain the DQMRC mailing list

Maintain the DQMRC roster

Notify members of meetings

Maintain operating supplies

Maintain a liaison with national and/or district secretaries

Maintain the master copy of the DQMRC rule and bylaw documents

Make available to all DQMRC members:  
DQMRC rule and bylaw documents  
Listing of DQMRC Board of Directors

Maintain a history of minutes, calendars and important historical documents as may be required by the DQMRC BOD.

Maintain a history of lap record holders after time trial events

Deliver, upon request, any DQMRC document to DQMRC members

Perform such other duties as may be assigned by the Board of Directors

## **Treasurer**

The DQMRC Treasurer shall, under the direction and control of the DQMRC BOD:

Collect all monies.

All DQMRC funds will be deposited into financial institutions

Make disbursements and reimbursement payments as follows:

All payments must be made by check or by Club debit/credit card. Any check over \$2,000.00 requires the signature of the Treasurer and President unless related, then another board member will be designated.

Club transactions over \$1,000.00 must be approved by the President in writing (or Treasurer if the President is making the purchase) prior to the transaction occurring. An email received from the President (or Treasurer as applicable) will serve as written approval documentation.

A receipt or invoice must accompany all requests for payment.

Will address bounced checks, including bank fees and the right to suspend DQMRC member check writing privileges. Members will not be allowed to participate in DQMRC functions at the discretion of Treasurer until fees are paid in full.

On a monthly basis balance the club checking account

Review monthly financial statements with the membership at each monthly club meeting

Upon the request of a DQMRC member, provide a copy of any DQMRC financial document

Provide detailed treasurer's report to the board on a monthly basis to include a detail of deposits, withdrawals, etc.

Have the responsibility for filing all tax returns and any finance related legal documents

Maintain a Property Book showing all equipment owned, borrowed, received as donations, or otherwise acquired by DQMRC

Shall be required to be bonded. Shall be bonded for the amount of \$50,000 at the expense of the DQMRC

Perform such other duties as may be assigned by the Board of Directors.

### **Technical Director**

The DQMRC Technical Director shall, under the direction and control of the DQMRC BOD:

Will choose members to serve on committee with BOD approval

Determine which cars will receive technical inspections

Conduct technical inspections

Oversee technical operations

Assist the sanctioning body Director with technical inspections at DQMRC events.

Perform such other duties as may be assigned by the Board of Directors

Maintain and account for an inventory of restrictor plates required for various racing classes.

Processes all engine claims paperwork and holds engine claim funds.

The Tech Director's cars will be teched by BOD appointed person.

### **Safety Director**

The Safety Director must know all of the safety regulations regarding the car and the driver and assign a Pit Steward for each race. The Safety Director and committee will make sure every car and piece of driving equipment has been through safety before it hits the track for the first time. A USAC safety sticker will be issued for the current race year. Pit Steward is in charge of the staging lanes. Coordinates with Chief Steward to send cars out to the racing surface. Checks safety items in staging lanes to make sure cars and drivers are ready to race. To include, but not limited to: brakes properly functioning, Receiver functioning, arm restraints, helmet and seat belts are fastened properly, steering wheel, etc. Pit Steward will be located between staging lanes and hot chute. Perform such other duties as may be assigned by the Board of Directors. The Pit Steward is the initial contact person for racing related questions during the race which will be directed to the appropriate person.

The **Rookie Trainer**, under the control of the DQMRC Safety Director and BOD, shall:

Develop and implement a Rookie training program that will meet the criteria for Rookie training programs as are specified in the sanctioning body's rulebook.

Sign Rookie books/sheets upon completion of Rookie training.

Perform such other duties as may be assigned by the Board of Directors.

## **Publicity Director**

The DQMRC Publicity Director shall, under the direction and control of the DQMRC BOD:

Be the official publicity spokesperson for DQMRC

Responsible for the website, Facebook Twitter and other forms of publicity for DQMRC

Responsible for public relations

Recruit new sponsors. Organize and purchase banners/signs as needed to meet the sponsor agreement.

Maintain the sponsors and donor recognition list.

Sends out end of the year thank you letters to sponsors.

Perform such other duties as may be assigned by the Board of Directors

## **Chief Steward/Race Director**

The DQMRC Race Director, acting as a direct representative of the DQMRC BOD for race day functions, has the authority to make decisions, implement plans and procedures with the goal of conducting a DQMRC racing event in a manner that is consistent with the sanctioning body's rulebook and other guides and written instructions controlling the operation of the position of Race Director, in a manner that is fair and right for all sanctioning body members attending DQMRC racing events.

Abides by and implements USAC rules

Makes decisions or calls on racing incidences.

Liaison between the flagger and the tower

Makes sure that a Pit Stewart and all required track safety equipment is in place and operational on race day.

Weather decisions to suspend racing during events (cancellation of events will be by the BOD)

Oversees written protests when the protest alleges mistakes in rules implementation.

Maintains discipline on the track on race day.

Directs calls for ambulance or EMS services during red flag situations, as applicable.

Makes sure there is a flagger ready for every race.  
Responsible for keeping the show moving along and on schedule,  
Controls the track opening and closing for practice and racing  
Oversees safety and tech issues in the hot chute.  
Makes sure all racing rules are being followed.

The DQMRC Chief Steward/ Race Director shall, under the direction and control of the DQMRC BOD:

Actions taken by the DQMRC Chief Steward/Race Director, on race day, shall be deemed to be as if made by the DQMRC BOD, with the following exceptions:

Written protests by competitors  
Disciplinary actions

The DQMRC Chief Steward/Race Director, acting as a direct representative of the DQMRC BOD for race day functions, has the authority to make decisions, implement plans and procedures with the goal of conducting a DQMRC racing event in a manner that is consistent with the sanctioning body's rulebook and other guides and written instructions controlling the operation of the position of Race Director, in a manner that is fair and right for all sanctioning body members attending DQMRC racing events.

Watches the race from the tower observation deck.

Makes decisions or calls on racing incidences.

Makes sure all racing rules are being followed.

Liaison between the flagger and the tower

Makes sure that all required track safety equipment is in place and operational on race day.

Controls implementation of the inclement weather plan.

Oversees written protests when the protest alleges mistakes in rules implementation.

Maintains discipline on the track on race day.

Directs calls for ambulance or EMS services during red flag situations, as applicable.

Assigns a Pit Steward.

## **Pit Steward**

Responsible for keeping the show moving along on schedule

Initial contact person for racing related questions during the race which will be directed to the appropriate person.

Controls the track opening and closing for practice and racing

Oversees safety and tech issues in the hot chute.

Completes or delegates and assures the following prior race safety precautions are completed including helmet and seatbelt tightness, brake condition, neck collar properly