

# **Blackbird Quarter Midget Race Club, Inc.**

## **By-Laws**

Instituted January 11, 1993  
Last Changed November 2, 2014

### **I. Membership**

- A. Full Membership: All persons seeking membership with the Blackbird Quarter Midget Race Club, Inc. (hereafter known as BQMRC) must complete a membership application and submit it to the Board of Directors for approval.
- B. Upon acceptance of yearly application annual membership dues must be paid. Other dues as set forth by United States Auto Club (hereafter known as USAC) for memberships and insurance must also be paid. All dues must be paid in full in one lump sum.
- C. Individuals seeking initial membership must attend a club meeting to introduce themselves and submit the application for approval by the club. Rookies may attend Rookie school and attend the first meeting during or after school to be approved for membership.
- D. Renewal memberships are to be submitted by the March club meeting. Renewals after this date will incur a \$50.00 penalty. Renewal memberships must also submit their application at a regular club meeting. In NO case will a new or renewal membership be accepted at the track on any given race date.
- E. General Membership meetings will be held on the second Tuesday of each month at a location and time that will be disclosed to all club members. General Membership meetings WILL NOT be held on race day. Emergency club meetings may be held at the Discretion of the President.
- F. To participate in all racing events held at BQMRC, a member must belong to USAC.
- G. One membership per family. One vote per family is allocated. Each family earns one vote for officer elections.

- H. Full membership gives the member voting privileges on all matters that are voted on at monthly meetings and handlers meetings.
- I. USAC members that are not club members will be allowed to participate in events at BQMRC but must follow the following guidelines:
  - A: If a member belongs as a club member to another track located within 100 miles of BQMRC they are eligible to participate at any event as long as they meet the non-members guidelines. (I.E. Increased sign-in fee, ect...)
  - B: If a member belongs as a club member to another track located outside of 100 miles of BQMRC they are only allowed to participate in 3 events in one (1) calendar year. If they wish to participate more they must become a full member of a track located within the 100 mile radius and accept all responsibilities entailed in doing so.
- J. BQMRC will allow for one alternate handler per car for each family membership. If there is a need for more than one alternate handler, to accommodate an extended family situation, this need must be brought to the Board of Directors for approval.
- K. BQMRC does not limit the number of full members.
- L. BQMRC, its Officers or Board of Directors, reserves the right to accept or reject any membership application.
- M. BQMRC reserves the right to terminate membership with a majority vote by the club members at a club meeting.
- N. Lifetime members may vote as regular members when all criteria are met.

## II. **Nominations and Elections**

- A. Officer positions are to be elected no later than the November meeting. A club meeting will be designated for nominations to be held early enough to allow for elections prior to November 1<sup>st</sup>. Nominations for the floor will be accepted and closed at the meeting.
- B. Nominations are to be made at the September club meeting; you must attend the October club meeting in order to vote. Ballots will be counted at the October club meeting and the results will be given at that time.
- C. Elections will be done by ballot. Ballots will list the nominees for each office. Write in nominees will not be accepted. Individuals interested in running for office are to make that position known to the membership for nomination at the

designated nominations meeting. Ballots must be counted by at least two club members who are in good standing and who are not on the ballot.

- D. Any member nominated to any position will be given the opportunity to decline before nominations are closed. If the nominee is not present to decline, they will be contacted and given the opportunity to decline. After nominations from the floor are closed, no other nominations will be accepted after the close of the meeting.

### III. **Officers**

- A. All full members of BQMRC that have met all requirements to earn a vote will do so annually, to determine the officers of the corporation.
- B. Officer's positions to be voted on annually will be the positions of President, Vice President, Secretary and the Treasurer.
- C. Term of office is limited to one year per election. Nominations of officers will be determined by the voting membership. Officers must be full members of BQMRC in good standing. Nominees must have attended at least one monthly meeting per calendar quarter in the year to the one for which he or she is being nominated. Nominees must have been a B.Q.M.R.C. member for a full calendar year to be eligible. Nominees shall be active members at weekly events. Job descriptions and duties are outlined in Appendix A.

### IV. **Board of Directors**

- A. This corporation will have seven members serving on the Board of Directors. The Board will consist of the current elected President, Vice President, Secretary, Treasurer, previous year President and two members voted on by the club members. The Board chairman will be the current year President serving office. If the previous year's President does not wish to service on the Board, his position will be filled by a member appointed by the club members.
- B. In addition to the Board of Directors necessary to properly operate a corporation, there is a need to appoint various Directors to conduct weekly races, as the intent of the club. The positions will be: Technical Director, Rookie Training Director, Safety Director, Tower Director, Race Director Director, Pit Steward Director, Flagging Director, and Track Facilities Director. All job descriptions for these positions are set forth in Appendix B.
- C. The Board of Directors shall have the authority to address any topic that may not be clearly defined in these By-Laws and any other matters brought before them.

- D. The Board of Directors will meet monthly outside of the regular club meetings to discuss club business. These meetings may be done by alternate means. (I.E. Conference call, online meeting or meeting at the track before or after the events) These meetings may or may not publish their minutes to the general club membership as the Board of Directors deems necessary.

V. **New By-Laws**

- A. New rules to be admitted to the club By-Laws must be submitted to the Board for review and approval prior to being presented to the membership.
- B. New Rules must be submitted in writing by the January club meeting of the current calendar year to be effective for the proposed year. These changes must be read at three consecutive monthly meetings, to include January, February, and March, and voted upon at the March club meeting. New By-Laws will take effect immediately.
- C. All proposed changes must be voted on by no less than 75% of the membership in attendance at the March meeting. If a majority of the membership votes to make the changes, the law will be amended as per the proposal.

VI. **Changing existing By-Laws**

- A. If a member wishes to make changes to any existing By-law, remove and/or add a new By-law, the proposed changes, additions, or subtractions, must be presented to the membership by the January club meeting of the current calendar year to be effective for the proposed year(s). These changes, additions, or subtractions must be read at three consecutive monthly meetings, to include January, February, and March, and voted upon at the March club meeting.
- B. All proposed changes, additions, or subtractions must be voted on by no less than 75% of the membership in attendance at the March meeting. If a majority of the membership votes to make the changes, the law will be amended as per the proposal. Amended By-Laws will take effect immediately.

VII. **Club Disputes**

- A. Any member of BQMRC who is dissatisfied with any aspect of the functions of the club must bring their disputes to any Officer to be discussed and handled by the Board of Directors. It is recommended that the issue be put into writing and given to a member of the Board of Directors so the issue is clear and a meeting can be set-up to discuss and resolve. All new business must be submitted via email to the club Secretary within two days prior to the meeting to be addressed at the current monthly meeting.

- B. BQMRC is a member of USAC. As a member of USAC, this club must adhere to rules set forth by the USAC to maintain membership in same. If a dispute by a member of BQMRC has been brought to the attention of the Board, and the handling of the same does not satisfy the member, the member may take the dispute to the USAC representative. A final meeting will be held and at that point the decision will be final.
- C. Any member wishing to handle a dispute by contacting the USAC Representative prior to going to the BQMRC Board is not recommended and will put their membership with BQMRC in jeopardy.

## **Appendix A**

Job descriptions for club officers:

- President
- Vice President
- Treasurer
- Secretary

Blackbird QMRC

### **Office of the President**

The office of the President is an elected office.

The term of office is for one year.

The President shall:

1. Appoint club members to the following positions:
  - A. Safety Director
  - B. Novice Director
  - C. Technical Director
  - D. Tower Director
  - E. Track Facilities Director
  - F. Race Director Director
  - G. Pit Steward Director
  - H. Flagging Director
2. Organize work party details per BQMRC By-Laws Section VII.
3. Hold and organize monthly membership meetings.
4. Attend regional meetings when in session.
5. Provide guidance to all Directors to assure that these jobs are performed correctly.
6. Oversees all matters that pertain to the club.

7. Serve as a member on the Rookie Committee per the BQMRC rules and procedures.
8. Maintain good public relations with Airport Speedway Officials.
9. Be the point of contact for the following committees:
  - A. Fund Raising
  - B. Annual banquet
  - C. Sleep Under the Stars or closing weekend race
  - D. Special Events
  - E. Trophies
  - F. Sign-Ins
  - G. Scoring
  - H. Safety

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**Office of the Vice President**

The office of the Vice President is an elected office.  
The term of office is one year.  
The Vice President shall:

1. Fill in for the President in the event the President will not be present at any club function.
2. Serve as a board member on the board of Directors per BQMRC By-Laws Section IV.
3. Carry out all responsibilities as given by the President.
4. Be available to all club members for discussions concerning the club.
5. Fulfill all duties as outlined for club members.
6. Replace the President in the event the President can longer continue to fulfill the duties of office.

Blackbird QMRC  
**Office of the Treasurer**

The office of the Treasurer is an elected office.  
The term is for one year.  
The Treasurer shall:

1. Provide a monthly report showing all receipts and disbursements. Prepare summary reports on special events showing receipts and expenses. Make timely deposits of all receipts.
2. Disburse payments, in a timely fashion, to alleviate debt, purchase materials, or make reimbursements. All disbursements must be approved by two elected officers or the Board members except routine monthly bills such as phone and sanitation.
3. Keep accurate record of all club monetary activities and organize said records.

4. Prepare annual tax filing or supply necessary information to an appointed accountant handling.
5. Direct all monies from fund raising, banquet, special events, trophies, sign-ins, concession and all fines.

Treasurer must be bonded which will be paid for by the club.

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**Office of the Secretary**

The office of Secretary is an elected office.  
The term of office is one year.  
The Secretary Shall:

1. Attend all meetings.
2. Record minutes of all meetings and distribute same to all members in a timely manner.
3. Be responsible for creating and distributing all correspondence both internal and external to the club.
4. Process all applications for membership in the club. Make sure each new member receives a copy of the club's By-Laws and answer any questions they may have to direct to someone who can.
5. Contact club members when necessary.
6. Keep accurate records of all club activities and organize said records.
7. Do research for the club when necessary.

**APPENDIX B**

Job descriptions for other club positions:

Race Director  
Safety Director  
Tower Director  
Track Facilities Director  
Rookie Director  
Pit Steward  
Flagger  
Sign-In Coordinator

Blackbird QMRC  
**Race Director**

The Race Director is an appointed position.  
The term of appointment is one year.

The Race Director shall:

1. Work with the Tower and Flagger to ensure cars are lined up correctly at the start of each race and before each restart after a yellow or red flag.
2. Work with the other race officials to determine if a feature race should start inverted or heads-up.
3. Handle disputes and protests from the handlers.
4. Assist the judges in all ways so as to ensure the correct call is made for each racing incident.
5. Must have an intimate knowledge of Racing rules and procedures and is the last say in any race event procedural call.
6. Remove any car, driver, and /or handler for verbal and /or physical abuse of any track official.
7. Aid Tech Director in a decision of teardown.
8. Conduct handlers meeting.
9. Assist with the Track Facilities Director with the decision to suspend racing due to weather or other unsafe conditions.

Blackbird QMRC

**Safety Director**

The Safety Director is an appointed position.

The term of appointment is one year.

The Safety Director shall:

1. Insure that each car meets all safety requirements and is in safe operating condition per the USAC rules and procedures and per all rules unique to the BQMRC.
2. Inspect each driver's safety equipment for proper fit and use per the USAC rules and procedures and per all rules unique to BQMRC.
3. Routinely inspect any car or driver which becomes suspect of a non-safe condition, i.e., brakes appear non-functional, seat belts look frayed, etc.
4. Inform the Race Director, Tower, and Pit Steward of any cars or drivers who fail to meet the safety standards.
5. Serve as a member on the Novice Committee per the BQMRC rules and procedures.
6. Investigate all injuries or near misses occurring at facilities operated by BQMRC and make recommendations to the President as to how those injuries could have been prevented.
7. Review suggestions from BQMRC members for safety procedures and recommendations to be added to the safety rules and make a recommendation to the President.
8. Implement Safety Procedures as required by the club insurance carrier or USAC and add those procedures and any additional safety rules approved by the President and/or voted on and approved by the full membership at the monthly meeting to the safety rules.

9. Post a copy of all safety procedures at the sign-in tower as a safety reminder to all patrons of BQMRC.

#### Blackbird QMRC

##### **Tower Director (Currently Under Revision by the Board)**

The Tower Director is an appointed position.

The term of appointment is one year.

The Tower Director shall:

1. Control start times, practice time, and the order of the events for each racing event.
2. Work with the other race officials to determine if a feature race should start inverted or heads-up.
3. Work with the Race Director to ensure a core judge is assigned to each race.
4. Assign Tower Duty as required for each racing event.
5. Keep records for each racing event including all driver and track statistics.
6. Automatically is a member of the Scoring Committee.

#### Blackbird QMRC

##### **Track Facilities Director**

The Track Facilities Director is an appointment position.

The term of appointment is one year.

The Track Facilities Director shall:

1. Maintain the race track and all track equipment.
2. Prepare the racing surface for each racing event.
3. Oversee and assist at the track to ensure that maintenance is done correctly and safely.
4. Assist with the Race Director with the decision to suspend racing due to weather or other unsafe conditions.

#### Blackbird QMRC

##### **Rookie Director**

The Rookie Director is an appointed position.

The term of appointment is one year.

The Rookie Director shall:

1. Organize the Rookie school at the beginning of each racing season.
2. Instruct all new drivers and handlers, in all aspects of quarter midget racing per USAC rules and procedures so they may be smoothly integrated into the Blackbird racing program.

3. Work with the Track Facility Director, Safety Director, and Technical Director to ensure that the Rookie school is a safe and educational experience.
4. Act as Race Director, or have the club's Race Director appoint a qualified person to this position, during the Rookie races. If a person is appointed to this position, they will automatically be part of the Rookie Committee.
5. Serve on the Rookie Committee as outlined in the BQMRC rules and procedures. Members of the Rookie Committee also include the Race Director, Technical Director, Safety Director, and the Club President. The Rookie Committee, in accordance with the BQMRC rules and procedures, shall decide when a driver should be allowed to remove the restrictor plate and ultimately graduate from the Rookie class.
6. Continue to instruct new drivers and handlers who join the club throughout the racing season.

## Blackbird QMRC

### **Pit Steward Director**

The Pit Steward is an appointed position.

The term of appointment is one year.

The Pit Steward shall:

1. Work with the Race Director, Tower, and Flagger to inform them of cars in the hot chute, when a car is returning to the track, and when a car has withdrawn from the race.
2. Make sure cars are against the wall while they are in the hot chute and inform the Race Director of any handler refusing to comply with this rule.
3. Monitor the number of handlers in the hot chute and the number of handlers working on a car at a given time (See BQMRC Racing Rules.).
4. Inform handlers of cars entering the hot chute under yellow, when there is one lap to go and before green flag racing resumes.
5. Be responsible for making sure that the next group of cars in the staging area is the right class and all cars are present and ready to race. Inform the Race Director, Tower, and flagger on any missing cars or when a driver change is required before the next race can begin.
6. Inform the staged cars when to enter the track.
7. Keep the show moving and minimize delays between events.
8. Notify the Race Director of any safety violations of cars entering the track. Easily corrected infractions, such as arm restraints incorrectly adjusted or tinted race shield at night, should be brought to the attention of the handler prior to the car entering the track.

Blackbird QMRC  
**Flagger Director**

The Flagger is an appointed position.  
The term of appointment is one year.  
The Flagger shall:

1. Be responsible for the conduct of all races. This includes warm-ups, heats, and features.
2. Ensure that drivers maintain a safe speed when the yellow flag is displayed.
3. Be familiar with and utilize the approved BQMRC Flagging Procedures.
4. Work with the Race Director and Tower to ensure cars are lined up correctly at the start of each race and before each restart after a yellow or red flag.
5. Report any attempts of intimidation by a driver or handler, immediately to the Race Director and Club Officials.

Blackbird QMRC  
**Sign-In Coordinator (Currently Under Revision by the Board)**

The Sign-In Coordinator is a volunteer position.  
The term of duty is one year.  
The Coordinator shall:

1. Be responsible to see that he/she is at the track at a reasonable time to begin signing in drivers. The Coordinator may ask or assign someone to alternate these duties with and share the responsibilities.
2. Handle the cash box during sign ins and maintain a reasonable balance in the box to execute the smooth operation of sign-in transactions.
3. The Coordinator will use a computer generated number or pill to assign each car a position in the starting line-up for each class entered.
4. Close sign ins at the specified time and put all late sign ins to the rear of their class.
5. Hand out fliers and other information to drivers and collect all fines due.

**Rookie Program**

- A. The Rookie class shall consist of at least two cars.
- B. Rookie track records will be set at each official timing event.
- C. All Rookies will run the required restrictor plate per USAC regulations and the restrictor plates will be removed/upgraded at the discretion of the Rookie Committee. Technical infractions (Engine, Car, Ect.) by Rookie Handlers will be addressed by the Technical and Rookie Committees in a teaching manner with no penalties assessed. The only exception to the no penalty rule will be altering restrictor plates to

- gain an advantage or committing the same technical infraction twice. Both those infractions will result in a two week suspension from competition.
- D.** The Rookie Director as well as the Rookie committee has the right to split or combine the field by age and or size as they deem necessary.
  - E.** The Rookie Committee will consist of the following:
    - 1. Rookie Director
    - 2. President
    - 3. Race Director
    - 4. Technical Director
    - 5. Safety Director
    - 6. One Member, to be selected by then Rookie Director, if the above officers are unable to participate and/or if one officer listed above holds more than one position.
  - F.** An extra car shut off switch shall be required on all top roll cages of all novice cars as per BQMRC regulations and removed upon the direction of the Rookie Committee.
  - G.** A Rookie must attend four (4) out of five (5) week Rookie program in order to graduate from said program. In the case of inclement weather the Rookie Committee reserves the right to shorten the length of the Rookie training program or schedule a make-up day as they deem necessary.
  - H.** Rookie handlers shall attend the Judging and Scoring schools of BQMRC in order to graduate from the program.

## **Appendix C**

### **National Provisions**

- 1. Members transferred from another club will not have voting privileges for one calendar year unless unanimously approved by the club Board of Directors.
- 2. Only members in good standing will have voting privileges. A member in good standing is defined as a member that has paid all USAC and BQMRC dues, fees, fines, ect., has completed all duties required by the USAC and BQMRC, and is not currently serving a suspension. (Note: Warnings, Tech Suspensions and Probation does not affect members status)

### **Scholarship Program**

- A.** In the event that BQMRC chooses to offer a scholarship program, the following guidelines will be followed:
  - 1. All applicants will be reviewed and selected by the BQMRC Board of Directors.
  - 2. Drivers will be loaned cars in “Race Ready” condition. Said cars are the property of the car owners, and must be returned by the conclusion of BQMRC racing schedule.

3. Cars are to be used initially in the novice class and may be used in progressive classes in accordance with novice graduation procedures.
4. Recipients may be responsible for maintenance and repairs during racing season.
5. Recipients may be responsible for storage and transportation for the car during the racing season.
6. Recipient(s) must participate in 20 events at BQMRC (80%) and cannot miss more than 2 events in a row. Missing 3 consecutive events will revoke the agreement and the car must be returned to the owner.
7. BQMRC will pay all USAC fees and all weekly sign-in fees at BQMRC.
8. Recipients must attend all club meetings and work parties at the beginning of the season. Recipients must also be a member in good standing on one of the track committees.
9. Recipient(s) may be responsible for all safety equipment that is required by USAC.
10. Paint and decaling must remain unchanged on the car throughout the season. BQMRC and the car owner reserve the right to revoke this agreement at any time and pursue any means to ensure the return of any donated property.
11. RACING IS A DANGEROUS SPORT. BQMRC and the owner(s) of the car claim NO responsibility or liability for any injuries or death that may occur in the participation of this program. This program is designed as a goodwill program and final responsibility for safety is the sole responsibility of the participating family.
12. There may be additional disclaimer forms the scholarship recipient(s) may be required to sign in order to participate in the program. Failure to sign these forms will result in forfeiting the scholarship.
13. Any donation made towards any scholarship car, or to the scholarship program shall be made to BQMRC and not to any individual car owner.

### **Disciplinary Provisions**

1. It is the responsibility of the Board to address inappropriate actions happening during an event at BQMRC or on the grounds of BQMRC. BQMRC is a family oriented; member run club and all members and guest should conduct themselves as such. Inappropriate actions are defined as but not limited to:
  - a. Disturbance caused by a member or driver to such an extent that the event is disrupted due to voices raised in anger towards others attending the event.
  - b. Abusive, profane, taunting, threatening or harassing language.
  - c. Threatening or obscene gestures towards any person.
  - d. Antagonizing behavior towards anyone.
  - e. Threats of physical assault towards anyone.

- f. Verbal abuse of a driver by their handler or other handlers.
  - g. Disobeying an order from the Race Director or Board member in authority to leave the property or return to their trailer.
  - h. Physical assault or battery of any person at an event, including up the point of injury.
  - i. Willful destruction of club or another person's property.
  - j. Indecent exposure.
  - k. Member under the influence of alcohol.
  - l. Member under the influence or possession of illegal drugs.
  - m. Sexual misconduct including non-consensual.
  - n. Intentional physical contact of a sexual nature involving any individual.
  - o. Threats of violence towards any person involving a weapon of any kind.
14. The Race Director of any event has the right to order a member or members to leave the property for disturbances during an event. This decision cannot be challenged.
15. Any member feeling like they have been victimized by another member by the means listed above or by any means has the right to submit a complaint against that member. The complaint can only be filed within 1 hour of the incident and must include specific names as well as witnesses. The complaint must be given to the Race Director or a Board Member who is present at that time.
16. Once a complaint is received, the Board has 24 hours to meet and discuss an action. The following guidelines and punishments will be used as follows:
- a. Level 1: Infraction consists of but not limited to any verbal abuse towards any club member or a threat of physical violence towards any club member. Punishment for first time offenders is a written warning and probation lasting until December 31<sup>st</sup> of that year.
  - b. Level 2: Infraction consist of but not limited to any verbal abuse from an adult member to a child or any verbal abuse of a club member directed towards a board member. It also includes a second offense of a Level 1 infraction within the specified probation period. Punishment for first time offenders is a 2 week suspension from all club activities and probation lasting until December 31<sup>st</sup> of that year.

- c. Level 3: Infraction consists of but not limited to any physical assault and Battery on any persons on the grounds, a member under the influence of alcohol during an event, willful destruction of a clubs or another person's property as well as a second offense of a Level 2 infraction. Punishment is a 30 day suspension from all club activities as well as twelve month probation. It is the Boards decision if law enforcement needs to be involved for the violation.
  - d. Level 4: Infraction consists of but not limited to use or possession of illegal drugs, threats of violence involving a weapon, any sexual misconduct, physical violence to the point of injury or a second offense of a Level 3 infraction. Punishment is immediate dismissal from the club as well as a lifetime ban from the club. Law enforcement will be notified in the event of this infraction.
17. A majority number of Board members as well as the victims and witnesses will meet to discuss the complaint. The Board will then vote on the Level of infraction as well as the punishment. The Board reserves the right to deviate from the punishments listed above.
18. Any member receiving a punishment has the right to an appeal. After a decision has been handed down the punished member has the right to appeal within 5 days. The appeal will then be held in a meeting consisting of the full Board, the victim, the witnesses, and the punished. All information will be heard in an orderly process. The president of the club will preside over this meeting with the vice president acting as a sergeant of arms to facilitate a calm and professional hearing. Once all information concerning the event has been heard, the Board will then conduct a ballot style vote on whether or not to uphold the punishment. If it is voted to uphold the punishment the decision will be final. If it is voted that the punishment should not be upheld, the board will then dismiss the members and discuss among themselves the new punishment. If a new punishment is given by the Board, the punished member has the right to appeal the new punishment.
19. An appeal must be heard within 7 days of receiving notice of appeal. All parties must agree on date. If the victim is unwilling to agree on a date within 7 days of appeal the punishment will be dropped but the Probation will remain. If the punished will not agree on a date the punishment will be upheld.