

**Huntsville Quarter Midget Association
Constitution and Bylaws**

December 19,2025

Constitution and Bylaws of the Huntsville Quarter Midget Association

We the members of Huntsville Quarter Midget Association, HQMA, strive to create a clean, safe and healthy sport in which to teach, through example, a sense of fairness, generosity, responsibility and better sportsmanship for a younger generation, do ordain and establish this Constitution and Bylaws for the Huntsville Quarter Midget Association. All the while remaining in good standing with the Code of Alabama and maintaining proper standards to keep our IRS section 501(c)(3) status in good standings.

Article I (Name and Office)

Section 1. Name

The name of the Association shall be Huntsville Quarter Midget Association or HQMA.

Section 2. Principal Office

The Principal office of the Association shall be in the City of Huntsville, Alabama, or at a place designated by the Board of Directors. P.O. Box 1965 Huntsville, AL. 35805

Article II (Purpose and Policy)

Section 1. Purpose

The purpose of this Association is

- A. To develop a joint interest and understanding between child and parents working together.
- B. To create and maintain a clean, safe, healthy sport in which may be enjoyed by the entire family.
- C. To acquaint the younger generation with handling of mechanical devices, coordination, alertness and the ability to handle motor-driven vehicles.
- D. To impress the younger generation with the idea of generosity, fairness, and a sense of responsibility without envy toward others.
- E. To acquaint the younger generation with the thrill of competition and a sense of accomplishment in a well- regulated sporting event.
- F. To teach better sportsmanship through examples set by parents.
- G. To expand and develop quarter midget racing in Huntsville, Alabama.

Section 2. Policy Toward USAC

The policies of the Association shall be

- A. To maintain all alliances with and assist USAC, whose purpose is to develop, direct and

Privacy Policy

- promote the objective of Associated Clubs and their members on a national basis.
- B. To assure that all racing schedules have been coordinated with the Regional Series and USAC Nationals.
- C. To communicate information and interpretation through the Regional Director.
- D. To assure that all members of the association have received the latest HQMA Constitution and Bylaws, USAC Racing Rules and Administrative Guidelines, Honda and/or Briggs & Stratton manuals, USAC Code of Conduct, Scoring Procedures and information from USAC National, and are incorporating this information into the racing and race procedures

Section 3. Policy Local

The policies of the Association shall be

- A. To assure that membership meetings are convened as required to properly and timely handle all regular and special matters important to the membership.
- B. To assure that uniform engine, car, racing, and safety rules are adhered to by all members of the Association.
- C. To maintain records of all business activities associated with the management of the association and have these records available at all times.

Article III (Power of the Association)

Section 1. General

The Huntsville Association shall have all General Powers of a Non-Profit Association as provided by the Code of Alabama and IRS Code 501(c)(3).

Section 2. Power and Limits

- A. The Association shall conduct and carry on such recreational and non-profit enterprises associated with the Association and its members.
- B. No sale or lease of Association physical property (scales, tools, equipment, electronics, ect.) may be made without the authorization of the Board of Directors. Such sales or leases evidenced in writing shall be signed by the President and by the Secretary or Treasurer of the Association.
- C. The Association may establish any additional rules, specifications, and regulation as may be necessary or desirable to conduct Association functions.

Article IV (Membership)

Section 1. Admission

Admission to the membership shall be by the vote of the Board of Directors: Majority negative votes shall be sufficient to reject an application for membership. Applications favorably considered will be forwarded to the secretary, who shall notify the applicant of the selection for the membership, and applicant shall enjoy all privileges of the membership upon completion of the following:

- A. Signing a statement indicating he/she has received, read, and understands the HQMA

- Bylaws, including the HQMA Racing Rules, Zero Tolerance Policy and Specifications.
- B. Payment of membership dues and drivers insurance premiums.
 - C. Drivers have completed the approved HQMA training course or satisfactorily demonstrated to the Training Director their driving ability.
 - D. Proof of age is required (Birth certificate, passport, ID card, ect.) upon the application for new membership for each prospective driver.

Section 2. Classification of Membership

- A. Active (New or Renewal) Membership- Parents/ Legal guardians of all drivers under age 18 and their drivers whose dues are paid in full per year, fee is to HQMA. Includes voting privileges, insurance is provided to all listed on the application. Family members are eligible for one vote per membership.
- B. Associate Membership- Dues are per year. The fee is to HQMA. This membership is for families from other tracks who want to compete for HQMA local points. No voting privileges.
- C. Out-of-town membership- Dues per year. The fee is to HQMA. This membership is for families from out of town that can't participate in the track duties, but need a local club membership. No voting privileges.
- D. Honorary: Non-members given honorary membership shall be made to the Board of Directors accommodation. A $\frac{2}{3}$ - majority vote of the membership present at the meeting is required.
 - 1. Nomination for honorary membership shall be made to the Board of Directors accompanied by a full description of the conditions supporting the recommendation. A $\frac{2}{3}$ - majority vote of the membership present at the meeting is required.
 - 2. Honorary membership shall be for life and shall have full membership privileges. HQMA shall pay any assessed dues.
 - 3. Honorary membership may be rescinded at any time by a majority vote of the membership or when the honorary member is deceased.

Section 3. Privileges and Responsibilities

- A. Family members are eligible members and may have one vote per membership on any motion of business.
- B. Adult family members must be present at a meeting to exercise the voting rights of that membership.
- C. Only USAC members may compete in HQMA and USAC sanctioned quarter midget events on any approved track and will be covered under their USAC insurance, according to the limits of the policy.
- D. Anyone considered of undesirable character or an agitator against any USAC Member or any USAC organization (USAC National or HQMA) will be brought for a hearing before the HQMA Board of Directors.
- E. A member may be considered of undesirable character or an agitator when there have been formal complaints from different members, in writing concerning the character of the member. When the Board of Directors has received formal complaints or when the Board of Directors considers a member to be undesirable, the president shall notify the member by email or certified mail that they will be brought before the Board of Directors

for a hearing.

Section 4. Termination of Membership

- A. If a family wishes to terminate their membership, written notification must be provided to the President.
- B. Non-Payment of Due- Dues not paid, will result in the family's membership being terminated until paid. The family cannot participate in any on track activities or vote until paid in full.
- C. HQMA has the right to refuse any family membership for any reason. Families will be notified within seven days, and if they have paid their club dues, those will be refunded.

Section 5. Track Gate Code

- A. No sharing of gate codes
- B. Alternate Handlers are not permitted to be on the property without an actual member with them.

Section 6. Duties of Members

- A. Full Members must volunteer on the workday and arrive and drives. One each, per season as a minimum.
- B. Perform their assigned race day duties. If can not complete their duties, they are responsible for finding a member to replace them. The Secretary has to be notified of changes,
- C. Members who neglect to do their work duties violate club requirements and can face fines (\$150 each offense) or expulsion of the club. The Board of Directors is responsible and must vote on a penalty.

Section 7. Code of Conduct of Members

- A. All Adults, crew, and children must be respectful to the track and its property, along with all other members. Do not damage property, and if you notice something that needs direct attention or repair, notify a Board Member immediately.

Disciplinary Actions

1st offense- minimum two-race suspension and \$50 fine

2nd offense- minimum four- race suspension and \$100 fine

3rd offense- minimum suspension for rest of season and \$200 fine

*Rained out events do not count towards the suspension

**Board of Directors will vote and approve suspensions

Section 8. Members not in good standing

Members not in good standing with USAC or HQMA cannot:

- A. Be involved with the club until in good standings
- B. Cannot vote on any club issues
- C. Cannot run for office or special committees.

Article V (Dues and Finances)

Section. 1 Annual Dues

The following dues will be paid to maintain active membership

- A. USAC annual dues as determined by USAC.
- B. HQMA Annual dues shall be determined at the September Meeting.
- C. Renewals for membership are due January 1st of each year. Members cannot participate in any events on HQMA property until USAC and club memberships are paid.
- D. New members entering the Association before September 15th will pay a full race season dues and fees. New members entering the Association after September 15th will be through the following year.
- E. If any person's dues remain unpaid for three months after they become due, his/her name shall be removed from the roll of members.
- F. The fiscal year for the Association shall be from January 1st to December 31st.

Article VI (Officers of the Association)

Section 1. Officers

- A. The elected officers of the Association shall be the President, Vice President, Secretary, Treasurer, Tech Director, Public Relations. The elected officers shall constitute the Board of Directors(BOD). BOD shall be voted on by the membership at the September/October meeting.
- B. Parliamentarian, Safety Director, Training Director, and Scoring Director as well as all non-board member positions including but not limited to Race Director, Pit Steward, Concessions and Maintenance, shall be appointed by the elected Board of Directors in the year that they assume the office and shall serve for a one- year term ending January 1st of each year. BOD may serve more than a one- year term if voted on by members at the September/October meeting.
- C. The Board shall be subject to the orders of the Association and none of its actions shall conflict with the actions taken by the Association.
- D. It shall have the power to act for the Association between meetings as occasions may require.
- E. The Board shall advise the Association at each regular meeting of any actions it has taken on behalf of the Association.
- F. It shall receive membership applications and process in accordance with provisions of these Bylaws.
- G. No two (2) individuals who are members of the same immediate family or household may simultaneously serve on the Board of Directors. Immediate family includes, but is not limited to: spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-laws, or any person residing in the same household.

Section 2. Duties

The President shall

- A. Have the usual powers and supervision and management such as may pertain to the office of president, and such other powers and duties as are prescribed in the Bylaws and designated from time to time by the Board of Directors.
- B. Preside at all meetings of the Association
- C. Call a special meeting as provided for the bylaws, and other which he deems necessary.
- D. Be ex officio, the chairman of the Board of Directors of all committees except the nominating committee.
- E. Appoint the chairman and members of such committees as are approved by the Board of Directors of the general membership.
- F. Represent HQMA with other organizations and at public meetings and conferences or designate an alternate.
- G. Advise the Regional Director of all Race schedules.
- H. Can sign all checks drawn upon the bank account by the Treasurer.
- I. Execute, with the secretary, all legal documents of the Association and shall sign all obligatory instruments, contracts, and notes.
- J. See that all rules and regulations of the Association are enforced.
- K. Verify bank balances every month
- L. Assign ballots being drawn up, passed out, collected and counted.

The Vice President shall

- A. In the case of the absence or disability of the President, perform the duties of the President.
- B. Hold a copy of all keys used by HQMA.
- C. Serve as Race Director
- D. Appoint a flagman
- E. As Race Director, the Vice President shall govern the conduct of all races and make final decisions concerning the races.
- F. For cause, which necessitates the Vice President absence, he/she will be responsible for notifying said Director to assume the position of Race Director. He/she will also be responsible for notifying the President as to who will be acting Race Director for the race date.
- G. Prepare and present a proposed race schedule, for Board Approval.

The Secretary shall

- A. Receive, keep, and process membership applications. Create a membership application
- B. Issue notices of meetings and agendas as directed by the President.
- C. Have custody of all records such as club documents, treasury reports, minutes, bylaws, rules, and regulations.
- D. Issue all the necessary membership cards and other evidence of membership
- E. Attest all signatures of the President to contracts, notes, and other obligatory instruments of the Association as are authorized by the Board of Directors.
- F. Further, perform all other duties normally and usually performed by and pertaining to the office of secretary.

- G. Each Board meeting will provide copies of the past: monthly, special, and board meeting minutes to each Board Member.
- H. Keep a current list of all members' name, address, phone number, and email address.
- I. Provide members a copy of these Bylaws, USAC Code of Conduct, Scoring Procedures, USAC Racing Rules, and Administrative Guidelines and Honda and/or Briffs & Stratton Tech Manual. The Secretary will have members sign a register certifying receipt of these documents. Or Discuss location on website for approval.
- J. Maintain a master copy of all keys used by the organization.
- K. Provide the scoring Director a list of active members no later than the first race day and update as necessary.

The Treasure shall

- A. Collect fees, duties, and all other monies.
- B. Render a detailed written financial report at each scheduled meeting of the Association.
- C. Present an annual financial report at the annual meeting (last meeting during the calendar year.)
- D. Pay the bills of the Association.
- E. Be authorized to pay all approved bills at the time the successor is installed, thereby submitting a supplemental report of audit.
- F. Transfer ledgers and accounts to successor not later than the first membership meeting of the calendar year.
- G. Transfer all closed ledgers and other permanent legal documents to the Secretary for inclusion in the association's permanent files.
- H. Issue checks on the Associations bank account.
- I. File with the internal Revenue office reports of State and Federal Income and Tax, as applicable, to non profit organizations.
- J. Deposit all monies in such banking institutions or institutions as shall be determined by the Board of Directors.

The Tech Director shall

- A. Responsible for seeing that the sanctioning body Rules and Specifications and HQMA Rules concerning engines, cars and equipment are adhered to. Assist the Safety Director at meets when necessary. Authorized to appoint a member in good standing for the technical committee. The technical committee may protest any car at any time and cause it to be torn down and inspected.

The Public Relations shall

- A. Handles all publicity for HQMA including all radio, TV, Social Media, and newspaper announcements for race results. Responsible for all promotion of HQMA activities, including displays, printed programs for sanctioned events, and other promotional material as instructed by the general membership.

Section 3. Directorships

- A. Safety- Handle all safety affairs of HQMA and be responsible to see that all cars meet the

safety rules of HQMA and the current sanctioning body. Hold safety inspections on opening day and inspections on opening day and inspect one class each week thereafter. Be observant at all times of any safety violations. Be responsible to the President in seeing that the race track and the track equipment are in safe condition.

- B. Training- Responsible for conducting the Rookie training program. Ensuring that only well-informed and well-trained students graduate. Coordinates the necessary repairs of the training equipment, the cost of which is paid by the Association. Shall assist in administering membership applications and insurance coverage for rookie drivers, Responsible for the rookie program as per the sanctioning body rule book.
- C. Scoring- Responsible for furnishing all scored, callers, and lap counters at each race, keeping accurate and consistent records for all permanent fields of the association. Provide reports of race point standing, posting them in the scoring tower and making them available on race day to membership.
- D. Maintenance- Responsible for organizing and/ or performing the general maintenance of all HQMA facilitated and property. Responsible for assuring that all housekeeping activities have been maintained, including restroom and track clean up.
- E. Pit Steward- Responsible for the lining up of the cars in all races, keeping cars in assigned pits and the staging area.
- F. Parliamentary Be well schooled in parliamentary procedures and shall have a thorough knowledge of the Constitution, Bylaws, and Racing Rules and Procedures of HQMA. Advise the President and Board of Directors on matters of parliamentary procedure. Have all the rights and privileges of an officer. At meetings of the Board of Directors expect the right to make motions or the right to vote, The Parliamentarian shall enjoy all the privileges of membership at any membership meeting.

Section 4. Terms of Office

- A. Each outgoing Officer shall, not later than December 31st of each year, return all properties of the Association which he/she has in his/her possession, and the files and reports for that office, to the President or the newly elected successor of that office. Inclusive of password, keys, and any other club property.

Section 5. Board of Directors

- A. No one member shall hold more than one office at any given time.
- B. Special meetings of the Board of Directors may be held at the call of the President. A concerted effort shall be made to notify all Board members of the impending meeting.
- C. Any Committee Chairman may be invited by the President to attend any meeting of the Board in an advisory capacity. Such persons shall have the privilege of the floor but shall not vote.
- D. The Board of Directors has the authority to take action if a situation arises that needs immediate attention.
- E. Fifty percent (50%) of the membership of the Board shall constitute a quorum.

Article VII (Committees)

Section 1. Committees

- A. The President will appoint a Social committee and a Chairman. This committee will be responsible for coordinating social activities of the Association, such as annual awards banquet, race events, and track decoration.
- B. Other committees may be appointed by the President as occasion and necessity may require.

Article VIII (Meetings)

Section 1. Meetings

- A. The Association will hold an annual meeting plus additional scheduled meetings. The Board of Directors will determine the place and time of the Association meeting.
- B. The Board of Directors will disseminate race information, Association news, projects, changes, and upcoming events to the membership through its website, email printed updates and at driver/ handler meetings.
- C. In the interim between meetings, the President may take a vote of eligible adults of the full membership on any question submitted to the Board of Directors and at least two-thirds of the eligible adult full membership shall have an opportunity to vote on the question submitted. A written vote on any question so submitted shall be counted and shall have the same effect as if cast at a regular meeting of the Association.

I certify that I have ready the attached Bylaws of the Huntsville Quarter Midget Association, and that all amendments approved by the membership have been incorporated.

These Bylaws are set forth by the following Board Members on December 19,2025.

Robert Killian
Patrick Ingle
Alexandria Dilworth
Randy Turner
Aaron Willis
Katie Winterburn