



South Jersey Quarter Midget Association  
1000 Jackson Rd.  
Atco, NJ 08004

## **SJQMA BYLAWS**

(Revised 03/13/2018)

### **I. Purpose**

This organization shall be known as South Jersey Quarter Midget Association, hereinafter referred to as SJQMA. Its purpose shall be to create and maintain a clean, safe, healthy sport which may be enjoyed by children between the ages of 5 and 17. The objective is to impress the younger generation with the ideas of fairness, generosity, and sense of responsibility, without envy to others.

This shall be a non-profit organization. All dues, fees and earnings shall be used by the association to only offset the costs to conduct races and improve, extend or expand the racing facilities. Should this organization dissolve, the properties and monies will remain until another organization is formed. In the event that after 5 years the organization does not restart, the assets will be given to another non-profit organization.

### **II. Membership**

#### **a. Renewing Members**

Total annual dues will be established by the Board of Directors by the December meeting of each year. The amount of dues must be based upon the need for capital improvements, insurance premiums and operating budget. This membership fee includes SJQMA liability insurance but does not include participant's insurance since the insurance is included in the individual USAC membership. Renewing members must have fulfilled all track obligations (including, but not limited to, opening/closing track details, tower duties, fundraisers, yearbook ads, and have paid any mandatory fines or fundraiser requirements) as established in the prior season in order to be considered for renewed membership.

All renewing members are responsible to complete an annual membership application to USAC. The USAC application is available at [USAC25.com](http://USAC25.com). The USAC application must be successfully completed prior to March 1<sup>st</sup> of each year or prior to the competitor's first race.

#### **b. New Members**

All persons seeking membership with the must complete a membership application as described in II.a above.

- I. New members will be on a six (6) months plus one (1) race probation.
- II. Members transferring from another club will not have voting privileges for 1 calendar year unless unanimously approved by the club Board of Directors.
- III. For a new member to be eligible for membership a two thirds majority vote of the general membership present at any general or special meeting of the Club is required.

#### **c. Late Membership/Registration**

The registration deadline is the track opening work day. After the registration deadline, the member is still obligated to perform the required work and tower duties as outlined in the by-laws. In the event the fundraisers have concluded, the late member will be required to pay a fee of \$100 in addition to normal club dues to cover the cost of the fundraising event and any fines associated with track/tower duty or work details as defined in the Fine Schedule.

#### **d. All Members**

- I. To participate in all racing events held by SJQMA, a member must belong to United States Auto Club (USAC) and adhere to the guidelines as set forth by USAC .25 in the Rule Book and all New Jersey State Police guidelines and the Racing Commission Rules.

- II. All persons admitted to the pit area must be members of USAC and adhere to all NJ State Police guidelines and the Racing Commission Rules. The area to be designated as pit area will be established in the yearly application to the NJ State Police.
- III. One membership per family. One vote per family is allocated. To be eligible to vote or be nominated, the member must be in good standing.
- IV. SJQMA honors all rules and policy as set forth by the USAC .25 ([www.usac25.com/rules](http://www.usac25.com/rules)) and outlined in the SJQMA Racing Rules issued annually.
- V. SJQMA does not limit the number of full members.
- VI. Members are expected to participate in various committees to assist in the running and functioning of the Club and must participate in all fundraisers.
- VII. Members are required under the terms of their signed application, to pay for club due, a yearbook ad and fundraising in order to continue racing at the club.
- VIII. Members will sign a “Zero Tolerance” form prior to racing at SJQMA.
- IX. Members of SJQMA understand that disciplinary actions for code of conduct violations (i.e. Zero Tolerance Policy, SJQMA Bylaws etc) or failure to meet membership obligations levied by SJQMA shall be enforced at the other USAC sanctioned clubs. In turn, disciplinary actions levied at another USAC club shall be enforced at SJQMA.

**e. Discrimination**

No member (or proposed member) shall be discriminated against on the basis of race, color, religion, sex, sexual orientation or national origin.

**f. Honorary Members**

Non-members to be given honorary membership in recognition of distinctive and outstanding service to SJQMA. Honorary membership shall be for life and shall have full membership privileges. SJQMA shall be pay any assessed dues. Nominations shall be made to the Board of Directors and the nomination must be passed by a 2/3rds vote at two (2) membership meetings. Honorary membership may be rescinded at any time by a majority vote at a membership meeting. It is intended that honorary members be included as alternate handlers in member applications.

**III. Members in Good Standing**

- a. ‘Member in Good Standing’ is defined as a member who has attended no less than six (6) of the total annual meetings, at least one (1) per quarter and attended/raced 8 races and whose financial obligations, as well as work details are current and paid in full. In the event that there may be extenuating circumstances, this should be brought immediately to the attention of the Board of Directors within one (1) month. .
- b. The year is from January to December. Quarters are as follows:
  - 1<sup>st</sup> Quarter=January-March
  - 2<sup>nd</sup> Quarter=April-June
  - 3<sup>rd</sup> Quarter=June-September
  - 4<sup>th</sup> Quarter=September-December
- c. Members must participate in ALL fundraising programs, determined by the membership in order to remain a member in good standing.

**IV. Meetings**

SJQMA General Meetings are held once a month. The Board and club members will determine the day. The Board of Directors meeting will be held monthly at a time and date to be voted upon by the Board.

## **V. Unsportsmanlike Behavior**

- a. SJQMA members, families and handlers at SJQMA and all sanctioned events are expected to conduct themselves in a professional and non-disruptive manner at all times. SJQMA strictly follows the USAC Participant Conduct policy located in Appendix V and Social Media Policy on the USAC .25 website ([www.usac25.com/rules](http://www.usac25.com/rules)). Examples of unsportsmanlike conduct include:
  - Using vulgar or derogatory language
  - Verbally or physically threaten or assault another person
  - Engages in conduct detrimental to the sport
  - Destruction of racing facility
  - Creates a condition or circumstance which is unsafe, unfair or out of order
  - Utilization of online forums such as blogging and social networking to communicate information that the Board of Directors deems inappropriate or adversely impacting SJQMA's reputation.
- b. The Board of Directors shall have the responsibility to determine any violations and may penalize with probation, disqualification, suspension, expulsion and/or fines. Decision of the Board is not open to appeal.

## **VI. Nominations and Elections**

- a. Officers' positions are to be elected no later than the December club meeting. The September and October club meetings are designated for nominations. Nominations from the floor will be accepted and closed at the October meeting. This will allow for elections to take place at the November club meeting.
- b. Elections will be done by ballot. Members must be present at the election in order to vote. 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.
- c. Ballots will be handed out to eligible voting members at the annual elections meeting and counted at that time.
- 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 prior to the election to be given the opportunity. After the nominations from the floor are closed no other nominations will be accepted.
- e. To be eligible to vote or be nominated for an officer position, the member must be a Member in Good Standing (see Section III-Member in Good Standing)

## **VII. Officers**

- a. All members of SJQMA that have met all requirements to earn a vote will do so annually to determine the officers.
- b. Officer positions to be voted on annually by the Members in Good Standing will be the positions of President, Vice-President, Secretary and Treasurer.
- c. Term of office is limited to one (1) year per election, which term shall run from January 1st until December 31st. Nominations of officers will be determined by the voting membership.
- d. Job descriptions and duties of each Officer are outlined as follows:
  - I. The President Shall:**
    1. Preside at all meeting of the Club Membership and the Board of Directors.
    2. Call special meetings of the Association at his/her discretion.
    3. Appoint all committees not otherwise provided for.
    4. Appoint chairmen of all standing committees.
    5. Make provisions for the discharge pro tempore of necessary duties of absent or suspended officers or Directors
    6. See that the regulations of the Association are enforced.
    7. Carry out assignments and instructions given to him by vote of the Club Membership or the Board of Directors.
    8. Appoint replacements as necessary in any appointive officer or committee.

9. Serve as an ex-officio member of all committees except the Nomination Committee.
10. Advise USAC of all race schedules.
11. Counter, with the Secretary, all legal documents of the Club Membership by which the Club Membership shall become bound legally to third parties, and only after receiving appropriate authorization from the Board of Directors and/or Club Membership.
12. In some instances, he/she may find it diplomatic to waive his/her right to vote. If voting is by ballot and the President is a member of SJQMA he/she has the right to vote. The President shall also vote to make or break a tie.
13. Serve as a member of the regional club series committee and provide his/her vote in the best interest of the SJQMA membership.

**II. The Vice President Shall:**

1. Be an aide to the President and, in case of the absence or disability of the President, shall pro tempore assume and perform duties of the President. Call special meetings of the Association at his/her discretion.
2. Countersign, with the President, all legal documents of the Association by which the Association shall become legally binding to Third parties, and only after receiving appropriate authorization from the Board of Directors.
3. Be the head of the Track and Maintenance Committee that prepares the racing surface to ensure the safety of all drivers and equipment. Maintain parking lot and pit areas for easy access to all participants. Oversee and assist the Work Details to ensure that maintenance is done in a safe and orderly manner.

**III. The Secretary Shall:**

1. Keep records of the proceeding of all Club Membership and Board of Directors meetings and prepare meeting minutes.
2. Issue notices of meeting and agendas at the direction of the President.
3. Administer the correspondence of the Association.
4. Have custody of all legal records, reports and documents of SJQMA, both incoming and outgoing.
5. Keep an inventory of all property of SJQMA.
6. Process membership applications.
7. Compile, maintain, publish, and distribute an up-to-date membership roster of all members and committees.
8. Countersign, with the President, all legal documents of the Association by which the Association shall become legally binding to Third parties, and only after receiving appropriate authorization from the Board of Directors.
9. Maintain and update the SJQMA website and social media.
10. Report race results to the media.

**IV. The Treasurer Shall:**

1. Collect fees, dues and all other monies.
2. Render a detailed written financial report at each scheduled meeting of the Club Membership.
3. Present an annual financial report at the annual meeting (last meeting during the Calendar year).
4. Pay the bills of the Association.
5. Be authorized to pay all approved bills up the time the successor is installed.
6. Transfer ledgers and accounts to successor not later than the first membership.

## VIII. Board of Directors

- a. SJQMA will have a Board of Directors, which that consists of the President, Vice-President, Secretary, Treasurer, Race Director, Safety Director, Tech Director, Tower Director and Member-at-Large. The Board Chairman will be the current President serving office. The director positions and the member-at-large will be voted on by the club officers at the December club meeting. Only one (1) member from each family application can hold any of these board positions.
- b. Shall be subject to the orders of the Club Membership and none of its actions shall conflict with the actions taken by the Club Membership.
- c. Shall have the power to act for the Club Membership between meetings as occasions may require.
- d. Advise the Club Membership at each regular meeting of any actions it has taken on behalf of the Club Membership.
- e. Submit Treasury records to the Club Membership at each regular meeting.
- f. Receive membership applications and process in accordance with provisions of these Bylaws.
- g. Responsible to determine any violations and may penalize with probation, disqualification, suspension, expulsion and/or fines. Any suspension levied by the Board must be approved by a simple majority vote of the Board of Directors.

## IX. Annual Awards

- a. Annual awards provided to the drivers at the annual banquet will be the following:
  - I. Perfect attendance
    - a) Sign in and be present for all races on the schedule at SJQMA, unless designated otherwise. Attendance at another race track the same night as a SJQMA race does not count. Exceptions include:
      - i. Any races postponed or rescheduled for any reason, including weather
      - ii. Medical waiver, if accepted by the Board
      - iii. Scheduled USAC .25 National Dirt Events
  - II. Most wins in each class.
    - a) All races on the schedule at SJQMA, unless designated otherwise. Class must run a minimum of 50% + 1 of all races on the schedule. Exceptions include:
      - i. Any races postponed or rescheduled for any reason, including weather
      - ii. Medical waiver, if accepted by the Board
      - iii. Only feature races count, heat race wins do not count for most wins unless heats are counted as features for any reason, including weather
  - III. Rookie driver awards
    - a) Rookie drivers will receive participation trophies.
  - IV. Retiring driver awards
    - a) Retiring drivers must be a member of SJQMA for 3 consecutive years prior to retirement and must race at least 50% + 1 of the racing events for 2 of the years, and participate in at least 1 racing event in the 3<sup>rd</sup> year.
  - V. Retired drivers
    - a) Are not eligible for most wins, perfect attendance and banquet gifts.
  - VI. All non-rookie drivers will receive year end race plaques in lieu of the weekly trophies.
- b. All SJQMA Members "In Good Standing" that have attended 25% of the races at SJQMA are eligible for annual awards. If the Member "In Good Standing" obligations have not been met the member is responsible for paying \$100.00 per child for their banquet gifts and all outstanding fines. All guest drivers that have attended 50% + 1 of the races at SJQMA are eligible for annual awards.

#### **X. By-laws**

- a. New rules to be admitted to the Club by-laws must be submitted to the Board for review and approval to be presented to the membership. If a 2/3<sup>rd</sup>s majority of the membership present votes the new rule acceptable in two (2) meetings, it will be adopted.
- b. If a member wishes to make changes to existing bylaws, the proposed changes must be presented to the membership three (3) times. The vote to change the bylaws must be by majority of members present at the meeting, all of which have voting qualifications.

#### **XI. Work Detail**

- a. Work details are necessary to the existence of this club and maintaining a racetrack, as we are volunteer organization. Work details are to be attended by the membership of the club.
- b. The annual schedule will include mandatory track opening and closing work dates. Participation in the track opening work detail must be completed to commence racing for that season and participation in the track closing detail is mandatory as well.
- c. If a member does not attend the scheduled work detail date, the member must pay a fine to the Club. The fine must be paid to maintain the membership in good standing. (See Section XXII –Fine Schedule)
- d. Any late registrant or Novice Member who have not worked their opening track work detail will have up to 45 days to fulfill their mandatory work obligation without penalty.

#### **XII. Race Night/Track & Tower Detail**

Members will be responsible to perform the items listed below during their Race Night/Tower Detail. The number of race events for each member will be determined by the Board of Directors by March 1<sup>st</sup> of each year based upon the number of members. Members must sign up for the number of race events designated, to be eligible to race

- a. Annual opening up of the track (as posted)
- b. Annual closing of the track (as posted)
- c. Provide a designated member to work in the tower and/or snack shack
- d. Provide a designated member to perform track duty responsibilities. The track duties shall include general property maintenance, track work as supervised by the Track Director, placing of all fire extinguishers, painting lines on the track and collection and dumping of the refuse containers.
- e. The club website will contain a schedule for track, tower and snack shack duties at the beginning of the race season. It is each member's responsibility to fill out the dates for each tower and track duty before the first race. If a member is unable to perform tower and track duty on their designated night, per the established schedule, they are required to pre-arrange substitution with the Secretary at least one (1) week in advance of the scheduled night.
- f. The penalty to a family for not performing their race night/track & tower details is a suspension from participation in racing activities for one night and a fine payable prior to reinstatement. (See Section XXII-Fine Schedule)

#### **XIII. Club Dispute**

- a. Any member of SJQMA who is dissatisfied with any aspect of the functions of the Club must bring their disputes to the Board of Directors to be discussed and handled by the Board of Directors.
- b. Unsportsmanlike behavior as defined in Section V. will be addressed by the Board of Directors.
- c. Race team will receive notification of suspension term in writing within 5 days of violation.
- d. Appeals must be received in writing within 7 days of receiving written suspension notification.

#### **XIV. Race Disputes**

- a. A mandatory handler's meeting shall take place prior to the start of each racing event. At the meeting, the Race Director(s) for that event will be identified and the SJQMA racing rules reviewed.
- b. The Race Director will have sole authority for all final decisions. The Race Director may, at their discretion, consult the tower director and/or flag person to address any race dispute.
- c. At no time shall a member approach the Tower or Flag Stand during a race event. Penalties will be given at the discretion of the Board of Directors.
- d. Any on track calls or decisions may not be protested.
- e. An appeal of any technical decision must be made within 15 minutes of the decision.

#### **XV. Technical Inspection**

- a. The following club technical rules do not apply to USAC National events. These events will follow the guidelines as stated in the USAC .25 Rules. These rules do apply to all USAC Regional events as well as all SJQMA events.
- b. The Race Director, Club President or Tech Director may initiate inspection of a quarter midget car or engine. If a member feels there is need to initiate an inspection of a particular car, this matter should be taken to the Race Director. Inspection of any class will start with the first place finisher and continue back as far as desired.
- c. Offense: Car and/or motor found to be illegal will be disqualified from the event and given inspection at the next race entered. Upon finding an unintentional problem from an on-track incident, the Board of Directors will review the situation.
- d. Refusal to be inspected shall result in an automatic offense and a review by the Board of Directors for suspension.
- e. All USAC .25 penalties, including suspension, may also apply as determined by the Board of Directors. .

#### **XVI. Race Events**

- a. No more than two (2) handlers per car for each race. No one under the age of 16 years old (except driver in car) shall be allowed on the race surface as per NJ State Police Racing Commission regulations.
- b. Smoking is prohibited in the pit and track areas
- c. No alcoholic beverages or fireworks are allowed on any of the grounds in and around SJQMA
- d. Fueling of vehicles or oil changes must be done in the handler's trailers or on the refueling pad (if provided) prior to racing at SJQMA. Our lease as well as environmental concerns does not allow spilled fuel on the ground.
- e. No one without proper identification confirming registration at the day's event will be permitted in the pit area. Violators will be removed and family may be penalized.
- f. No High Pressure air bottles (Nitrogen tanks) are permitted outside of their trailer.

#### **XVII. Car Numbers**

- a. All cars must have numbers on both sides of the tail section, nose section and left side of car to be clearly visible to the scorers. Paper numbers are provided and must be securely attached. If the scorers are unable to read the numbers, driver may be penalized with a strike.

#### **XVIII. Corner Workers**

- a. All members shall provide a corner worker for all drivers at all starting positions for the race in which they are participating.

## **XIX. Unauthorized Entry**

- a. Any person (s) entering any part of Atco Raceway or Atco Motorsports property improperly or unsupervised will receive an automatic two (2) week suspension. This suspension will include any driver, handler, car(s) or family member affiliated with the offending member. The Board of Directors will also review for further ramifications if necessary.

## **XX. Job Descriptions**

### a. Safety Director

- I. To ensure that each car meets all current safety requirements and is in safe operating condition and to inspect each driver's safety equipment for proper fit and use. These determinations are to be made in compliance with the safety requirements as set forth by USAC .25 and those agreed upon by the SJQMA Safety Committee and the NJ State Police Racing Commission.
- II. Any injured driver transported to hospital MUST have a doctor's note handed in to the Club Secretary before returning to racing.
- III. When required a proof of loss statement must be sent to USAC within 30 days of all incidents.
- IV. Make notification to NJ State Police of accidents IAW NJ State Police Racing Commission regulations.

### b. Tech Director

Function of the Tech Director is to apply the rules and regulations for the fuel, motor, tires, safety and chassis or any other component of a race car(s) at any time for any reason under the USAC .25 Regulations. Tech Director shall ensure that racing is fair for all and no one gets an illegal advantage.

### c. Tower Director

It is the duty of the Tower Director to make certain that all line ups are posted correctly at the start and throughout each race, races are posted in correct order and to make certain that the number of cars in each race do not violate USAC .25 procedures, to change line-up in coordination with Race Director.

### d. Race Director/Chief Steward

- I. It is the duty of the Race Director/Chief Steward to perform all race officiating with input from the flagger and/or tower director at the Race Director/Chief Steward's discretion. The Race Director/Chief Steward will have authority to immediately disqualify a car for the following:
  - Flagrant or deliberate rough driving (DQ)
  - Any car with all 4 wheels under the inner edge of the racing surface that does not stop before the next turn (DQ)
  - Disobeying flags (DQ)
  - Signaling from handler to driver under green flag conditions (DQ)
  - Car being operated in an unsafe manner. An example is a stuck throttle or no brakes. (DNF)
  - Making adjustments or repairs on the racetrack during an emergency stop (DQ)
  - Third chargeable strike (DNF)
  - Improper wearing of safety equipment (DNF)
  - Loss of driver related safety items (DNF)
  - Constant liberation of fluids on the race track (DNF)
  - Loss of ballast (DQ)



