



AUTHORITIES & RESPONSIBILITIES

FOR

REGIONAL DIRECTORS

QUARTER MIDGETS OF AMERICA, INC

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STANDARD OPERATING PROCEDURES REGIONS AND REGIONAL DIRECTORS QUARTER  
MIDGETS OF AMERICA

Corrected as of September 1 973 In Effect as of January 1, 1 974 Section 2 Revised February 1992

Section 1. Regions and Regional Directors

The continental United States shall be divided into \_\_\_\_\_ Regions, as shown by the revised map on the last page of the QMA Directory, and each Region shall be headed by a Regional Director.

Section 2 Elections and Terms of Office - Regional Directors

Each Region shall be presided over by its Regional Director who shall be assisted by the Assistant Regional Director, Regional Secretary, Regional Treasurer, Regional Technical Director, Regional Safety Director, and a Regional Publicity Director. The Regional officers shall be elected as prescribed by the QMA bylaws. It is the responsibility of the National Board of Directors to receive and record each candidate's resume from each individual region.

Regional Directors shall be elected by a membership vote within their own region. The National Secretary will prepare ballot and current membership list and supply to pre-designated Quarter Midget of America auditor. The ballot is to include voting and mail back instructions for the voting members to mail their ballot to a pre-designated party which will receive, verify and count votes shown on the ballots. They are to furnish a final report to the National Board, which will be published in the Quarter Reporter, and also a notification to all candidates.

No member, regardless of directorship or chairmanship assigned, can have more than one vote. One ballot per member, also family memberships cannot split their vote. (One vote per family membership). No club will be permitted to vote as a block, only individual ballots will be considered, no write-in votes will be accepted.

Section 3 Authorities - Local Level

The Regional Director shall have the authority, granted and recognized by the Board of Directors of Quarter Midgets of America, to administer, on a Regional and local level, all rules, regulations, and decisions of Quarter Midgets of America. He shall have the authority to make the final decisions in all local problems.

Section 4 Authority for Regional Board of Directors

Each Region, besides the Regional Director, shall have other officers to assist in the administration of the Region, namely an Assistant Director, a Secretary, a Treasurer, a Technical Director, and a Safety Director, and these other officers, along with the Regional Director, shall be known as the Regional Board of Directors.

Section 5            Elections and Term of Office - Regional Board of Directors

The Regional Board of Directors shall be elected within the Region in the same manner and for the same term of office as the Regional Director. They may also be removed from office in the same manner and for the same reasons as those governing a Regional Director. In case of resignation or removal, the vacancy for their offices shall be filled in the same manner as prescribed for a Regional Director.

Section 6            Duties for the Regional Board of Directors

The duties for the Regional Board of Directors are enumerated below in separate sub-paragraphs:

- A.    Assistant Director: The Assistant Director shall assist the Regional Director in all phases of Regional operations; shall, in the absence of the Regional Director, assume the duties of the Regional Director; and shall carry out any duties assigned to him by the Regional Director or Regional Board.
  
- B.    Secretary: The Secretary shall be responsible for keeping a complete and accurate record of the activities of the Region and the Regional Board; shall keep minutes of all Regional business meetings and shall send copies of these minutes to all Regional officers and to all club presidents within the Region after the completion of the meeting; shall handle any correspondence requested by the Regional Director or other Regional officers; shall keep the Regional Director advised of all incoming and outgoing Regional correspondence; shall keep a current list of all members of all clubs within the Region, as well as a current list of the officers of these clubs.
  
- C.    Treasurer: The Treasurer shall keep a complete and accurate record of all financial transactions of the Region; shall keep the funds of the Region in a recognized bank or trust company; and shall furnish to all Regional officers and to all clubs within the Region a complete written financial report at each Regional business meeting and at the end of each calendar year. Disbursements from the funds of the Region may only be made with the approval of the majority of the clubs within the Region.
  
- D.    Technical Director: The Regional Technical Director shall handle the technical affairs of the Region; shall keep a complete list of all technical rules, regulations, and interpretations of QMA; shall work closely with the technical chairman of each club in the Region to insure their knowledge of and compliance with these rules; shall make rulings on local club requests for technical knowledge; shall be available for consultation at all Regional QMA sanctioned events; and shall be a member of a committee headed by the National QMA Technical Director to assist in formulating, interpreting, and administering the technical rules and regulations of QMA.
  
- E.    Safety Director: The Regional Safety Director shall have charge of the safety of the sport within his Region; shall keep a complete list of current QMA rules, regulations, decisions, and interpretations covering safety; shall share this information with the safety chairman of each club within the Region and make sure that all safety procedures are

being followed; shall constantly be on the alert for and recommend changes or additions to existing rules or procedures which will provide greater safety for participants and spectators; shall advise any club or individual of any unsafe practices; shall insist on discontinuance of any unsafe practices or conditions; and shall report to the Regional Director any failure to comply. The Safety Director shall also serve as a member of a committee headed by the National QMA Safety Director to assist in formulating, interpreting, and administering the safety rules and regulations of QMA.

F. Publicity Director: Due to size and to other factors, some Regions may or may not feel the necessity of a Regional Publicity Director. If a Region feels that this officer is needed, then he shall become a part of the Regional Board the same as other Regional Officers and shall be governed by the same regulations regarding elections, terms of office, removal, and replacement. If there is a Regional Publicity Director, he shall be a part of a committee headed by the National QMA Publicity Director, and shall assist in formulating and carrying out plans and ideas to further the sport of quarter midget racing in the area of publicity at local, regional and national levels. If a Region does not have a Regional Publicity Director, then the Assistant Regional Director will assume the responsibility for this function and will work with the National Publicity Director in the manner outlined above.

#### Section 7      Responsibilities and Authorities at Annual QMA Board Meetings

The Regional Director shall be the official representative of his Region and all the clubs within his Region, and shall attend all National QMA Annual Board of Directors meetings as their official representative. He shall have the authority to review proposed changes, additions, or deletions to the QMA Directory prior to attending the Annual QMA National meetings. He shall have the power to vote at the Annual QMA National meetings, as representative of his Region and all clubs therein; to accept or reject any proposed QMA rule changes, additions, or deletions; and shall take this action in the best interests of the Region and clubs which he represents, as well as in the best interests of QMA and its membership as a whole. He shall, at these meetings, assist any clubs in his Region who wish to bid to host the National Championships, and shall participate in a vote of all Regional Directors to select the site for the next year's National Championship. He shall be accompanied to the Annual QMA National meetings by a second delegate from his Region, such delegate to be selected by the Regional Director, and this selected delegate shall have the same voting privileges as the Regional Director (in the Regional Director's absence) on any matter coming before the meeting for a vote, but giving each Region only one vote on any matter coming up for a vote. In the event that the Regional Director is unable to attend a National QMA Annual Meeting, he shall have the authority to appoint from within his Region an authorized representative to take his place and act in his capacity in all matters which may be brought before the meeting.

#### Section 8      Special Voting Authorities on National Affairs

At any time during his term of office other than during a QMA National Annual Meeting, the Regional Director shall also have the authority to vote as the authorized representative of his

Region and all the clubs therein on any special rule change or decision regarding the sport of quarter midget racing which may be presented to him as Regional Director for consideration by the Board of Directors of Quarter Midgets of America, and his vote on such matters shall be recognized as official by the Board of Directors of Quarter Midgets of America. As the elected head of his Region, he shall make every effort to insure that his decisions and votes in all matters shall reflect the wishes of the majority of the clubs within his Region, providing that such decisions and votes are made with the good of the sport of quarter midget racing and with the rules of QMA in mind.

Section 9            Coordination Responsibilities Within Region

The Regional Director shall have the responsibility of making sure that all clubs in his Region are familiar with all current QMA rules, regulations, and decisions and that they operate within this framework at all times, most especially in regards to safety as it pertains to participants and spectators. He shall make sure that his clubs are advised at once of any changes in the rules or regulations in order that all clubs may operate in such a manner as to reflect these changes. He shall offer any assistance necessary to any group wishing to establish a new club within his Region in order that it may be formed and operated within the QMA framework. He shall make every effort to solve any local problems which may arise at a local level, rather than have it unnecessarily brought before the National Board. In the event that a problem cannot be resolved at a local or regional level, the Regional Director shall obtain whatever assistance is necessary at the National level in order to more effectively serve the membership within his jurisdiction.

Section 10          Responsibilities for Regional Business Meetings

The Regional Director shall call a Regional business meeting at least three times per year, this meeting to be attended by all Regional officers and by at least one authorized delegate from each club in his Region. The purpose of this meeting shall be to exchange information at a Regional level for the better operation of the clubs within the Region; to resolve any problems which may arise within the Region; and to keep all member clubs advised of all aspects of the sport on local, regional and national levels.

Section 11          Communication Channels and Responsibilities

It shall be required that any club or individual member within the Region send copies to the Regional Director of any correspondence they may have with any National QMA Board Member, and, in like manner, every QMA Board Member shall send to the Regional Director copies of any correspondence directed to any club or individual member within his Region. A Regional Director can only do a competent job if he is aware of all that is transpiring which concerns his Region.

Section 12          Race Sanctioning Authority and Reporting Responsibility

The Regional Director shall have the authority to grant QMA sanctions to any club in his Region who wish to host sanctioned Regional qualifying race meets or States Championship race meets, and shall be responsible for insuring that such sanctioned race meets are conducted in accordance with the rules, regulations, and decisions of Quarter Midgets of America. The Regional Director shall have the responsibility of advising the Secretary of Quarter Midgets of America of the time and location of all race meets sanctioned within his Region, and shall insure that the QMA Secretary is sent complete results, plus sanctioning fees, at the conclusion of such sanctioned events.

#### Section 13      Responsibilities at QMA Sanctioned Race Meets

The Regional Director shall be present at all QMA sanctioned race meets held within his Region, and shall be prepared to offer any assistance required to the Race Director of said meet, to insure smooth and proper conduct of the meet. If the Regional Director is unable to attend a sanctioned meet for any reason, it is his responsibility to appoint another Regional officer to attend the meet as his authorized representative. For the States Championship Race, the alternate is to be chosen by the member clubs at that race meet.

#### Section 14      Sanctioned Race Cancellation Authority

The Regional Director shall have the power to cancel the QMA sanction for any QMA sanctioned qualifying Regional race meet or any States Championship race meet at any time prior to two weeks preceding the running of said meet if it is felt that the host club will be unable or unwilling to conduct said meet according to current rules, regulations, and decisions of Quarter Midgets of America, due to circumstances which may arise after the original sanction was granted. If a sanctioned meet is cancelled in this manner, the Regional Director shall advise the presidents of all clubs in his Region, as well as the National QMA Secretary, of this cancellation and the reasons for the action taken. If, within the two week limit prior to the running of a sanctioned meet or during the actual running of the meet itself, it is felt that the meet is not being conducted in accordance with current QMA rules, regulations, and decisions, the Regional Director shall confer with the Racing Director of the meet and attempt to correct any improper procedures. If this action fails, the Regional Director and the Regional Board shall then take over the meet and operate it in accordance with the QMA rules and regulations governing the meet, in order to insure fair and proper participation for all entrants. If any QMA club or QMA member shall repeatedly continue to act in a manner contrary to the rules, regulations, and decisions of Quarter Midgets of America, and shall refuse to heed warnings regarding these actions, the Regional Director shall bring this matter before the Board of Directors of Quarter Midgets of America, stating the facts in writing concerning all aspect of the case, and shall recommend suspension from participation at any QMA track for a period of time to be determined by the QMA Board.

#### Section 15      Removal From Office

The Regional Director may be removed from office for cause by an affirmative vote of the majority of the members within his Region, and/or by an affirmative vote of the majority of the Directors of Quarter Midgets of America. Reasons for removal must be submitted in writing and must be substantiated and documented by his failure to serve his Region and/or National QMA as a Regional Director, thus adversely affecting the progress, growth, etc., of the clubs within his

Region. If the office of Regional Director is vacated by removal or resignation, the office of Regional Director shall be filled by an election within the Region, with the winning candidate receiving a majority of the affirmative votes cast by the members within the Region.

Section 16      Chairman at Annual Regional Directors' Meetings

The President of Quarter Midgets of America shall be the presiding Chairman at the Annual Meeting.

Section 17      Amendments

These operating procedures may be amended at any meeting of the QMA Board of Directors or by a consent actually signed by the Directors, provided, however, that at least a majority of the Board of Directors must approve such amendments with concurrence of the majority vote of the Regional Directors of Quarter Midgets of America.

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