

Little T Quarter Midget Club Inc.

Bylaws

The name of the association shall be:

Little T Quarter Midget Club Inc.
Little T Speedway

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

Mike Desaulniers
9 Laurel Lane
Windham, CT 06280

Or the current President's address.

(LTQMC) will be the abbreviated initials for the club.

REVISED 03/28/2021

PURPOSE

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

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

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

The Little T Quarter Midget Club, Inc., Little T Speedway (LTQMC) will provide the opportunity for children to learn and develop interpersonal skills in the following areas:

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

PROPERTY AND FUNDS

Ownership

All assets, both tangible and intangible, pertaining to, used by, purchased for, donated to, or held for the Little T Quarter Midget Club, from whatsoever source obtained, shall be the sole and exclusive property of the Organization and shall be used only for the improvement of the property and services of the Organization. If the membership of the club splits, all tangible and intangible assets are to remain with the Club that is staying at the Little T Speedway Facility. Upon dissolution of the Little T Quarter Midget Club, all tangible assets or the proceeds there from, shall be distributed to a non-profit charitable organization within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Profits

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

Membership

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

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

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

The following applications will be forwarded to the LTQMC Board of Directors (BOD) for review:

- 1) Any applicant who has received a code of conduct from any .25 Quarter Midget racing organization during the preceding two-year period.
- 2) Any applicant that does not maintain a home or residence within the geographic boundaries of the sanctioning body region or district where LTQMC is located.

By a 10/11 vote of the LTQMC BOD, any LTQMC application can be denied and a club appeal process can be held.

Application of Membership

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

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

A probationary membership may be terminated during this period by an unanimous vote of the board of directors. There will be an appeal process held in accordance to LTQMC appeal rules.

Types:

1. Five types of memberships are available. Individuals/Families/Drivers that live within a 125 mile radius of Little T Speedway and join a different racing club rather than petitioning for a Regular Membership or a Part-Time Membership with LTQMC will not be allowed to access the track to practice until the day of the race, and will be subject to a \$40.00 per car sign-in fee. Non-Full time members can practice only on race day mornings in the allotted time.

A. Regular Membership

Regular memberships are available to anyone 18 years of age or older. A Regular Membership is defined as the membership assigned to an individual or family. An individual membership may be assigned to the parent, legal guardian or car owner of a

driver. Family membership will include all drivers under the age of 18 when those drivers live in the same household as the membership household. A Regular Membership has voting privileges with LTQMC. One (1) vote per Regular Membership.

B. Alternate Handler Membership

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

C. Associate Membership

Associate Memberships allows members of other .25 Quarter Midget clubs to join LTQMC with no voting privileges but does allow for the use of the facility. This membership will require the applicant to already be a sanctioning body member at another .25 Quarter Midget club with the current sanctioning body.

D. Alumni Membership

Alumni Memberships must be a previous LTQMC Member and be in good standing. Alumni members cannot have active quarter midget drivers. Alumni members do not have club obligations nor voting rights. They cannot run for BOD position. The cost for Alumni Membership will be the same as a family membership. Alumni members will not be required to join sanctioning body.

E. Part-Time Membership

A Part-Time Membership will allow individual or families to join LTQMC for \$150 membership fee. Membership with the current sanctioning body is also required. Any driver under a Part-Time membership may race no more than 8 race weekends, no exceptions (a race weekend was defined by the membership as in the number of sign-ins. One sign-in equals one race weekend). Individuals or families under a Part-Time Membership will have no concessions or committee duties. One work party (either at the beginning or end of the season) is required. \$150.00 fine will be imposed for failure to complete a work party. This type of membership does not have voting rights. Drivers under a Part-Time Membership are not eligible for points. A Part-Time Membership may be upgraded to a Regular Membership subject to Board approval. A driver under a part-time membership may be a "retired" driver; however their membership may not be upgraded to a Regular Membership. Members wishing to switch their membership status from full-time to part-time must do so by April 1st so as not to affect the scheduling of committee duties for the race season.

Membership Fee Schedule

All membership fees will follow current sanctioning body schedule and must be paid within 30 days. New and renewal memberships being purchased after 1 September shall provide membership from the date of purchase to 31 December of the year following the year the membership is purchased.

Roster/Mailing List and Social Media

The LTQMC roster and mailing list and Social Media Site is the sole property of LTQMC. Neither the

roster nor the mailing list shall be disseminated to any person, organization or entity without the permission of the LTQMC BOD. No fee shall be levied for the roster, except for copying/ mailing costs.

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

Conduct

ACTIONS DETRIMENTAL TO THE CLUB, SPORT AND/OR THOMPSON MOTORSPORT FACILITIES.

LTQMC code of conduct shall include Thompson Motorsport Facilities while utilizing LTQMC Facility or any other USAC sanctioned track.

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

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

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

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

Social Media Policy

LTQMC acknowledges that social media can be a fun and rewarding way to share your life and driver's accomplishments with family, friends, co-workers, etc. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, as well as any other form of electronic communication. However, use of social media carries with it certain responsibilities. LTQMC Members, drivers, handlers and associated family members are expected to not engage in conduct that could adversely affect the LTQMC, its members, drivers or handlers.

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

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

Code of Conduct (LTQMC)

To ensure that every family's experience at LTQMC (or any other USAC Sanctioned track/event/club that a Little T Member and/or extended family attends) is a positive one, the club has instituted a "zero tolerance" policy. LTQMC members competing at a USAC sanctioned track/event shall conduct themselves appropriately, you are representing Little T. Review the violations below and make sure that everyone associated with your race team is familiar with them. This policy will be strictly enforced and all decisions will be made by the LTQMC Board of Directors.

Cooling off period: excluding serious egregious or bodily harmful violations, anyone filing a COC on a driver, member, handler, family member, etc. shall have a cooling off period until the next racing event or club meeting (whichever occurs first) to withdraw their COC violation if they choose. If the person chooses to go forward with their COC violation, it will be heard by the BOD no later than the following race event or club meeting (whichever occurs first). All parties involved may present witnesses at the COC violation Board hearing. The Board will then decide by majority vote the outcome of the COC violation. If significant evidence is found that a COC violation has occurred, the accused will be notified via postmarked certified return receipt mail within five (5) days of the BOD decision. The accused has seven (7) days to appeal by certified return receipt mail. Any physical violence or destructive actions will be dealt with immediately by the BOD and local law enforcement. Guilty parties will be asked to leave the premises immediately.

Violation/Action	Suspension Term*
Deliberately damaging, destroying or defacing LTQMC/Thompson Motorsport property and facility or any other USAC sanctioned track	Minimum one (1) year plus cost of damages
Being under the influence of drugs or alcohol during racing conditions	Minimum six (6) months – 180 days
Making any type of verbal or physical threat to any person at the LTQMC Facility or any other USAC sanctioned track (including drivers)	Minimum one (1) month – 30 days
Throwing object in pit area or hot chute	Minimum two (2) race weekends
Ignoring instructions from a Track Official/BOD	Minimum one (1) race weekend
Violating LTQMC Rules and Bylaws	Minimum one (1) race weekend
Excessive yelling, comments or obscenities directed at a Track Official, Handler, Driver, or tower scorer/staff	Minimum one (1) Race Weekend
Driver deliberately hitting another driver while on the Race Track or in Hot Chute	Minimum Done for the Day & DQ from class for the day (DQ not droppable) (Note: Driver only)
Driver making a hand gesture to Track Official or Handler	Minimum Done for the Day & DQ from class for the day (DQ not droppable) (Note: Driver only)
Any misuse of the LTQMC roster or mailing list or social media	Minimum one (1) Race Weekend
Using Track when closed /tampering with locks or entrance gates	Minimum six (6) months – 180 Days during race season

Probation

A member may be put on probation for a period of time at the discretion of the BOD for any conduct violation. The member will be monitored and must conduct themselves in accordance with LTQMC

bylaws/rules in order not to be suspended per code of conduct guidelines. All probation notices will be in writing. A family membership is not in good standing until the end of the probationary period.

***Suspension Terms**

All suspensions are for the ENTIRE race team (unless noted).

All driver suspensions are for that individual driver only.

All suspension terms begin immediately.

All suspensions will be approved by Board of Directors in attendance of LTQMC function.

Suspension term will be determined by the Board Members in attendance on date of Hearing.

Suspension term can carry over to the next calendar year.

Multiple violation/actions within a 12 month period will receive a suspension term.

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

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

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

Appeals

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

1a. If a COC from member to member - it is a yes or no vote only. The committee cannot amend the punishment in the code of conduct.

1b. If COC by Board, it is not appealable per USACs COC Rules

Member in Good Standing

An LTQMC member is in good standing when:

1. The member's membership applications are completed and processed by the current sanctioning body and the Little T Quarter Midget Club.
2. All fees/fines are paid in full.
3. The member is not under any suspension/probation.
4. The member must attend 50 % of club meetings.

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

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

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

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

Authorities

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

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

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

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

Including:

The club President cannot make a motion or vote by proxy

The club President only votes in the case of a tie

Any current LTQMC member may submit change proposals.

The LTQMC February meeting date will be the meeting in which club and ground rule documents are opened and closed. All rule change proposals need to be submitted no later than February 1st. Rule change proposals will be posted on the website.

The LTQMC March meeting date will be the meeting in which bylaws are opened and closed. All proposals for changes or additions to the bylaws have to be submitted by March 1st. Bylaw change proposals will be posted on the website.

Administration

LTQMC is administratively divided into two groups, the membership and the elected Board of Directors (BOD) who are also members of LTQMC. Any regular member in good standing may become a BOD member in LTQMC. All positions in LTQMC are volunteers that have either been elected or appointed.

Board of Directors (BOD)

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

- A. Eleven elected officers
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Tech Director
 - Safety Director
 - Chief Steward/Race Director
 - Publicity Director
 - Three (3) Members at Large
- B. Permanent Board of Trustees
 - 1. D.R. Hoenig
 - 2. Jonathan Hoenig
 - 3. Or their designees

The Permanent Board of Trustees will have the right to vote and unilaterally remove any club member and/or the entire club from the Little T Speedway facility.

C. Appointed Board Members

Two (2) LTQMC members in good standing may be appointed to Board of Directors by the Board of Trustees. These are positions available to past board members to help with continuity as may be deemed necessary by the Board of Trustees. If an appointed person is either unavailable or unwilling to hold this position then it will remain vacant for that year. This is an advisory position with no voting rights.

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

Board of Directors Elections

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

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

- 1) The clubs active membership (regular members in good standing) falls below 20 members or no other eligible member runs for the position. If this occurs, it may be necessary to have two (2) members of the same family serve on the Board of Directors in order to keep the club operational. If members from the same family are on the board, they cannot both be authorized signatures on checks. There would need to be an alternate Board member given signing authority

OR

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

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

Nominations for Office

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

All regular LTQMC members in good standing must be provided an opportunity to submit nominations. The LTQMC Secretary shall accept written and verbal nominations for each elected official no later than one (1) week prior to the annual October meeting of the year proceeding the year for which the nominated elected official will serve. Any one receiving nominations for multiple positions must choose which position they will run for two (2) weeks prior to the October meeting. Anyone being nominated must accept their nomination or they will not appear on the ballot. Any nominee may remove their name up until ballots are handed out.

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

- 21 Years of age or older.
- Regular member in good standing of LTQMC

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

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

Elections for Office

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

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

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

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

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

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

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

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

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

Removal from Office

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

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

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

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

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

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

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

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

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

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

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

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

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

Vacancy of Office

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

- Unexcused absences (missing three consecutively scheduled monthly club meetings) without valid reasons
- Removal from office
- Resignation
- Loss of good standing

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

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

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

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

The LTQMC shall conduct the Special Election
The election process will provide all regular LTQMC members in good standing an opportunity to submit nominees for the vacant board position.
The election process will provide all regular LTQMC members in good standing an opportunity to cast a vote for the vacant board position.
Each family holding a regular membership in good standing will be entitled to one (1) vote.

Quorum – Board of Directors

A minimum of 6/11 elected board members must be present to constitute a quorum. All board members must be notified of meeting through an email.

Quorum – Club Meeting

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

25% or more regular club members in good standing and 6/11 BOD members.

LTQMC Board of Director (BOD) Meetings

LTQMC BOD conducts board meetings when necessary during the year.

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

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

LTQMC BOD Emergency Meetings

The LTQMC President may convene emergency LTQMC BOD Meetings.

Upon demand of 6/11 LTQMC Board members, the LTQMC President will convene an emergency LTQMC BOD meeting.

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

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

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

LTQMC Club Meetings

The LTQMC club conducts meetings as required. Club meetings are held at various locations throughout the year. *The Club Secretary is to notify the club no less than five (5) days prior to a*

meeting with a date, time, location and agenda.

All regular monthly meetings will start at 7:30 p.m. unless otherwise specified, except during the racing season when meetings may be held trackside. During clubhouse meetings, no children will be allowed.

The LTQMC President shall preside at the meeting.
The LTQMC Secretary shall record the minutes of the meeting.

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

The agenda will include but will not be limited to:

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

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

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

Duties of Officials

Board of Directors

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

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

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

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

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

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

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

owner of LTQMC.

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

President

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

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

Preside at all LTQMC club membership meetings.

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

Be the official LTQMC representative to quarter midget organizations

Be the official LTQMC representative to the general public.

Attend all LTQMC organized events

Shall have a \$500.00 discretionary spending fund. The board upon submission and approval of expense by membership will have fund replenished to \$500.00 allowance from LTQMC account.

Establish a communications plan with the BOD

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

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

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

Will have Septic system pumped annually.

Assign other duties as needed.

Vice President

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

Assist the Club President

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

Maintain the material condition of indoor and outdoor facilities

Organize work details

Organize the LTQMC concession stand

Conduct authorized recall votes of elected officials

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

Secretary

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

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

Process memberships

Maintain the LTQMC mailing list

Maintain the LTQMC roster

Notify members of meetings and publish weekly newsletter

Maintain operating supplies

Maintain a liaison with national and district secretaries

Maintain the master copy of the LTQMC rule and bylaw documents

Make available to all LTQMC members:

LTQMC rule and bylaw documents

Listing of LTQMC Board of Directors

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

Maintain a history of lap record holders

Deliver, upon request, any LTQMC document to LTQMC members

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

Treasurer

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

Collect all monies.

All LTQMC funds will be deposited into financial institutions

Make disbursements and reimbursement payments as follows:

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

Club debit/credit card transactions over \$2,000.00 must be approved by the President in

writing (or Treasurer if the President is making the purchase) prior to the transaction occurring. An email received from the President (or Treasurer as applicable) will serve as written approval documentation.

A receipt or invoice must accompany all requests for payment.

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

On a monthly basis balance the club checking account

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

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

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

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

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

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

Technical Director

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

Will choose members to serve on committee with BOD approval

Determine which cars will receive technical inspections

Conduct technical inspections

Oversee technical operations

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

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

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

Processes all engine claims paperwork and holds engine claim funds.

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

Safety Director

The LTQMC Safety Director shall, under the direction and control of the LTQMC BOD:

Develop and implement the LTQMC Safety program. Safety committee required to attend rookie training sessions. Elements of the safety program will include but not be limited to:

- Car construction
- Uniforms, helmets, arm restraints, seat belts
- Fuels
- Chemicals Exhaust systems
- Facility safety issues
- Training and Education

Have the responsibility to ensure that all required track safety equipment is in place and operational

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

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

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

Sign Rookie books/sheets upon completion of Rookie training.

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

Publicity Director

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

Be the official publicity spokesperson for LTQMC

Be responsible for educational programs, website and other forms of publicity for LTQMC

Be responsible for public relations and promotional programs as aids to LTQMC

Be responsible for fund raising duties, including all Raffles (Chinese, High-dollar, 50/50, etc.)

Be responsible for coordinating LTQMC Promotional Days, including participant registration

Be responsible for coordinating with the General Manager of Thompson Motor Speedway for LTQMC to set-up a publicity booth when events are held at Thompson Motor Speedway

Maintain the sponsors and donors recognition list.

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

Chief Steward/Race Director

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

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

Written protests by competitors
Disciplinary actions

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

The Chief Steward/Race Director duties:

Liaison between the competitors and the tower

Controls the track opening and closing for practice and racing

Assists the flagman and the pit steward

Oversees safety and tech issues in the hot chute.

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

Controls implementation of the inclement weather plan.

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

Maintains discipline on the track on race day.

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