

# Midstate Microd Club

## By-Laws

### Article I. Duties of the Officers

#### Section 1.01 THE BOARD OF DIRECTORS shall:

- Administer the funds of the club. Hold regularly monthly meetings.
- Set the new calendar of the regular monthly meetings at the changeover meeting in November.
- Be responsible for establishing the calendar of events for the next fiscal year.
- Have final approval of all appointed positions.

#### Section 1.02 THE PRESIDENT shall:

- Preside over all meetings.
- Call special meetings:
  - i. When deemed necessary
  - ii. At the request of five (5) members of the board.
- Provide the BOD with an agenda, one week prior to the regularly scheduled meetings.
- Examine the records and state of finances.
- Be responsible for the arrangements for NYSMA sponsored races.
- See that the club is kept informed of all NYSMA functions and events from NYSMA meetings.
- Submit all appointed positions for approval by the Board of Directors.
- Submit press releases, as needed to local/regional news sources.
- At the beginning of the new term, provide a "forward" looking statement of goals and objectives for the upcoming year, to the membership.
- Assume duties at the beginning of the November meeting.
- Initiate the circulation of nomination forms by the first race date of August.
- Establish committees as deemed necessary and will make recommendations on their findings.

#### Section 1.03 THE VICE PRESIDENT shall:

- Aid the President in the discharge of his/her many duties.
- Officiate in the Presidents capacity in his/her absence.
- At his/her discretion, conduct random audit of weekly points.
- Oversee appointed positions to ensure all duties are performed.

#### Section 1.04 THE TREASURER shall:

- Receive and correctly account for all monies.
- Deposit all money in clubs account within five (5) business days.
- Be responsible for paying all normal operating expenses with club funds.
- Procure signature of President for any check(s) over \$500.00.

Give a written financial report at each scheduled Board of Directors meeting. If unable to attend, should make records available. This report should be submitted to the board for approval.

Officiate in the Vice Presidents capacity in his/her absence.

Keep financial records current. The President may audit records, or any three (3) members of the club appointed by the President.

Turn complete records over, and review record keeping methods to successor by November meeting.

Be responsible for auditing the concession stand financial records.

Reimburse members for all Board of Directors authorized expenditures.

The Treasurer is responsible for preparation of taxes, with help from current treasurer, by April 15th for the year they fulfilled the office.

### **Section 1.05 THE SECRETARY shall:**

- a. Attend all meetings of the Board of Directors.
- b. Keep a written record of all proceedings.
- c. Notify members of meetings.
- d. At the expiration of term, deliver all records to successor.
- e. Have the previous meetings minutes prepared for distribution at the next regularly scheduled Board of Directors meeting.
- f. In general, perform the obligation usually pertaining to the office of Secretary.

### **Section 1.06 THE DIRECTORS shall:**

- a. Attend meetings regularly.
- b. Assist officers in their duties.
- c. Elect/appoint directors and alternates to the Board of Directors. Assume duties at the beginning of the November meeting.

## **Article II. Duties of Appointed Positions**

### **Section 2.01 THE RACE DIRECTOR shall:**

Be responsible for the coordination of the race program in conjunction with the competition officials. IE: Flaggers, Pit Steward and Head Scorer.

Be liaison between the infield personnel, i.e.: judges and handlers, and the competition officials.

Read and have a comprehensive, working knowledge of all NYSMA and club rules of racing.

### **Section 2.02 THE HEAD FLAGGER shall:**

Have absolute control over all races and will be assisted by at least one Assistant Flagger.

Read and have a comprehensive, working knowledge of all NYSMA and club rules.

### **Section 2.03 THE HEAD SCORER shall:**

See that there are at least two (2) Scorers for heats and elimination's and three (3) Scorers for features.

Maintain the point system, and post point standings for each car prior to the beginning of each race program.

Have points and scoring records available upon request of any club member.

Submit weekly race results to the newspaper for inclusion.

### **Section 2.04 THE TECH INSPECTOR shall:**

Take charge of inspection of all cars, to ensure that they are in compliance with NYSMA specifications.

Appoint one (1) or more assistants.

Attend Board of Directors meetings when requested.

Maintain a roster of all passed inspections by class and present this roster to the BOD and Race Director prior to the beginning of the race season or at any other time as requested.

### **Section 2.05 THE PIT STEWARD shall:**

Maintain the line up board and ensure cars are lined up accordingly.

Monitor pit area for compliance with safety rules.

Ensure cars and drivers are in compliance with safety rules prior to racing.

Be charged with accepting protest forms.

### **Section 2.06 THE CONCESSION STAND MANAGER shall:**

Be responsible for and run the concession stand in an orderly manner with a weekly ledger of all purchases and sales.

Maintain a standing balance, after expenses of \$400.00 in concession stand checking account. If there is more than that, the excess will be given to the Treasurer.

### **Section 2.07 THE PROPERTY STEWARD shall:**

Be responsible for ensuring the overall organization and cleanliness of the racing facility.

Establish a duty roster, which will define necessary duties and assign to club members to carry them out.

### **Section 2.08 THE ANNOUNCER shall:**

Be responsible for announcements during the race programs, (i.e. sponsors, upcoming special events etc.) .

Represent their self and the organization in a professional manner.

## **Article III. Elections**

### **Section 3.01 Directors**

There will be one (1) elected director for every five (5) memberships of the club, but not less than three (3) or more than six (6). There will be one (1) elected alternate director for every fifteen (15) memberships of the club but not less than one (1) or more than two (2). A representative to the Board of Directors may be re-elected indefinitely.

The term of Director shall be one (1) year. The term of each Officer shall be one (1) year.

### **Section 3.02 Procedures**

President and Treasurer cannot be of the same household or immediate family.

The Secretary shall send out nomination forms for elections to all club members at the request of the President.

The election of officers will take place at the year-end banquet.

## **Article IV. Membership**

### **Section 4.01 Membership**

Is open to all interested parties.

### **Section 4.02 NYSMA Insurance**

**IS MANDATORY** at the prevailing annual fee for all drivers, handlers, mechanics, race officials and anyone who enters pit area during the racing program.

*See addendum for current fee structure.*

### **Section 4.03 Registrations**

Initial registrants will receive MMC rule book and NYSMA rule/plan book.

Returning registrants will receive annual rule book updates.

*See addendum for current fee structure.*

- i. **All monies that members owe to the club for fund raising activities MUST be paid before they will be allowed to race.**
- ii. Memberships are contingent upon following the code of conduct.

## **Article V. Rules**

### **Section 5.01 Adoption**

Rules of racing and rules of procedures shall be adopted by the Board of Directors and shall be attached hereto.

## **Article VI. Amendments**

### **Section 6.01 By-Laws**

These By-Laws may be amended by a two thirds (2/3) vote of all Board of Directors, following the procedures outline in Article 8 of these By-Laws.

## **Article VII. Proposals and Motions**

### **Section 7.01 Proposals**

Any club member must present amendments to the constitution and by-laws; or to the rules of racing in writing. The proposal(s) will be presented at a regular Board of Directors meeting for discussion and voting.

All safety proposals may be submitted and acted upon throughout the year.

All changes to the Rules of Racing; must be approved by the February meeting to be incorporated into the current years printing.

### **Section 7.02 Motions**

Routine business, other than items described as proposals in section 7.01, shall be voted on by the Board of Directors.

# Article VIII. Voting

## Section 8.01

- a. Each elected Director and elected officer has one vote.
- b. In order to vote, the Director or officer must be in attendance.
- c. An abstention vote by any Director or officer will reduce by one vote the basis by which the two thirds (2/3) majority is calculated. All voting will take place at a Board of Directors meeting.
- d. To override a Board of Directors' decision, will require a two-third (2/3) majority vote of the entire membership.
- e. All voting, other than amendments to the Constitution, or By-Laws, shall require a majority vote by of the directors present in order to pass.

# Article IX. Meetings

## Section 9.01

- a. The President will have an agenda established and distributed to the Board of Directors one-week prior to the regularly scheduled meeting.
- b. The Secretary will have the previous meetings minutes prepared and distributed at the next regularly scheduled Board of Directors meeting.
- c. Board Of Directors meetings will be held once a month, year around.
- d. The President shall call special meetings, when deemed necessary, or at the request of five (5) members.
- e. A majority of board members constitutes a quorum and is necessary at meetings to carry out the duties of the board.

## Section 9.02 Order of Business (general meetings)

- a. Roll call
- b. Reports of officers/directors
- c. Reports of committees
  - i. Promotions
  - ii. Fund raising
  - iii. Rules
  - iv. Other
- d. Old business
- e. New business
- f. Adjournment

## Section 10.01

- a. 1 years loan/mortgage funds shall be held in reserve. Funds shall be held in the mortgage..