

## WMRRA BYLAWS ARTICLES

### Article 1: Membership

- A. Membership in the Washington Motorcycle Road Racing Association (WMRRA) shall be open to any persons interested in furthering the sport of motorcycling in accordance with the WMRRA charter statement, and who pays annual membership dues as set by the Board of Directors.
- B. Membership in WMRRA shall consist of active members and supporting members.
  - 1. Active: All members participating in meetings and events qualify for all privileges of membership including: proposing motions, voting, holding office, attending club functions, competing in club races, etc.
  - 2. Supporting: A supporting member is a person not holding a WMRRA competition license. All privileges of membership besides competition privileges are awarded to a supporting member.
- C. Persons who are interested in becoming members shall express their desire by written request to the registrar and one year's dues shall be submitted. Upon meeting these requirements, membership shall be effective.
- D. Members that are forty-five days delinquent (i.e. Feb. 15th of current year) in paying dues shall be dropped from the membership rolls.
- E. WMRRA reserves the right to refuse anyone a racing license.
- F. Members acknowledge that other racing organizations will be notified of any suspension/revoked-racing license.
- G. By submitting the racing license application and/or submitting a race entry form the racer agrees to all the conditions contained in these by-laws and rule book.
- H. Volunteer race day staff workers that work no less than three consecutive race weekends shall be granted voting rights in that year's general election.

### Article 2: Dues

- A. Active and supporting membership dues shall be determined by the executive board by the beginning of each calendar year.
- B. The payment date for dues will be established each year by the WMRRA Executive Board.
- C. Any member terminating his or her membership in WMRRA by nonpayment of dues or by withdrawal shall forfeit all interest in WMRRA property which may have been acquired, or which may, in the future, be acquired by WMRRA.
- D. Any active or supporting member may withdraw from membership at any time by giving written notice to the secretary of WMRRA of his or her intention to do so.

### Article 3: Management

- A. The Executive Board consists of offices of President, First, Second and Third Vice Presidents, Secretary, Referee, Riders Rep, and Novice Rep.
- B. All members of the Executive Board shall be active or supporting members of WMRRA.
- C. All officers of WMRRA shall perform their responsibilities and duties in an honest, professional and impartial manner and shall make every effort to work in accordance with the WMRRA Charter Statement.
- D. The budget shall be presented to the Executive Board at the December Executive Board meeting.
- E. The budget may be amended from time to time during the year by the Executive Board.
  - 1. Any Amendment would require a review within that quarter.

### Article 4: Volunteers

- A. Volunteers are not elected and are not required to maintain a club membership.
- B. The Executive Board shall consider appointments for vacant volunteer positions listed in Articles 14 thru 20 as required.
- C. The Executive Board reserves the right to remove any WMRRA volunteer that it determines is not performing their responsibilities or duties in a satisfactory, honest, and/or professional manner.
- D. Volunteers may at any time resign their appointed position by notifying the WMRRA Club Secretary, or direct-report board officer.

## Article 5: Elections

- A. Executive Board Members and a Board of Director Position shall be elected annually by the membership pursuant to Article 11. These individuals will take office at the first meeting of the month following elections.
- B. Nominations for the offices set forth in Article 5A may be made at any regular meeting from the first meeting after July 1st, up to seven days including weekends and holidays prior to the election date.
  - 1. The secretary shall record all nominations, declare all nominations closed at the conclusion of nominations, and inform the membership of all nominations at every meeting during the nomination period.
  - 2. The election date shall be on the second to the last race of the year.
  - 3. Members that are nominated for an Executive Board Position, must confirm with the Club Secretary that they accept the nomination.
- C. Elections shall be held by ballot (electronic or paper). The Board of Directors, except for the Director standing for election in any given year, shall act as election judge.
  - 1. In the event of a tie ballot, the election judge shall break the tie by a majority vote of the election judge.
  - 2. The election judge shall determine the results of the election.
  - 3. The election judge shall determine and announce the results of the election within seven days of the election date.
- D. Directors shall be elected according to Article 11 herein.
- E. No member of WMRRA shall be nominated or elected for more than one Executive Board position.
  - 1. In the event of vacancies on the ballot, the duly elected President shall nominate candidates to fill the vacant positions.
  - 2. The duly elected Executive Board members and Board of Directors shall vote on the nominated members.
    - I. In the event of a tie vote the President shall vote to break the tie.
    - II. If there is no incoming President, the Board of Directors shall appoint a new President from eligible membership.

## Article 6: Meetings

- A. Meetings of the membership may be called only by the President of the Executive Board.
- B. The following shall be the order of business of membership meetings.
  - 1. Business as used in this Article shall not include any business conducted or authority granted or authorized by law or these Bylaws to the officers, Executive Board and/ or Board of Directors.
    - I. Reading of minutes of previous meeting
    - II. Treasurer's report
    - III. Committee reports
    - IV. Old (unfinished) business
    - V. New business
    - VI. Good of WMRRA
    - VII. Adjournment
- C. Robert's Rules of Order shall not govern the proceedings of WMRRA membership meetings, or the Executive Board.
- D. Any General membership votes shall be limited to annual elections referred to in Article 5 and Article 11 and the election of the one outgoing director.

## Article 7: Appeals Board

- A. Appeals board meetings shall be called by the President.
  - 1. The appeals board shall consist of the
    - I. First Vice President
    - II. Second Vice President
    - III. Referee
    - IV. Riders Rep or Novice Rep.
- B. If it is determined by the President, that a conflict of interest exists by virtue of one or more of the regular

members of the appeals board being an interested party in the appeal at issue, then such member(s) shall be replaced by a member(s) of the Board of Directors in order of seniority.

- C. The following shall be the purpose and order of business of the appeals board for appeals made according to the rules.
  - 1. The President shall preside over a closed meeting to include only people deemed by his or herself absolutely necessary for the hearing. The appealing person is allowed to call any witnesses that are necessary to support their case, but the President shall have the right to limit the number of witnesses.
  - 2. The Secretary shall be present to record the minutes.
  - 3. The purpose of the meeting is to determine the facts surrounding the alleged violation of the rules; to determine if the alleged violation occurred; and, if so, to determine whether the correct and appropriate punishment was instituted.
- D. The appellant, (person appealing), in disputing the original ruling to the appeals board, may provide additional facts or additional support for opposition to the facts already asserted. The appellant may offer documents and witnesses the appellant deems necessary to their appeal, as limited in (1) above.
- E. The appeals board shall then meet again a second time within thirty days of the hearing and discuss the facts as they pertain to the rules set forth in the WMRRRA Rule Book
  - 1. Minutes shall also be recorded.
  - 2. Only the appeals board and the Secretary shall attend this meeting.
- F. The appeals board shall make a written ruling within ten (10) days of the second meeting.
- G. All minutes and rulings of the Appeals Board shall be published.
- H. The appeals board shall be empowered to uphold, overturn or impose further penalties.
  - 1. Such penalties may include fines, revocation of points for the season or the race day, temporary or permanent suspension of racing license and/or membership.
  - 2. The rulings and action of the appeals board shall be final.

#### Article 8: Rules Committee

- A. The Referee is tasked with calling the Rules Committee.
- B. The Secretary is in charge of updating the rule book.
- C. The Referee shall preside over the Rules Committee.
- D. The President shall have the authority to appoint no more than three additional persons to the Rules Committee.
- E. Members of the Rules Committee are identified within Articles.
- F. The Rules Committee may review and consider all proposals made pursuant to the rules.
- G. In the course of its consideration of the rule's proposal or at any other time, the Rules Committee may adopt, amend blue line or revise any proposal that the Rules Committee, in its sole discretion, deems appropriate.
- H. The Rules Committee may also, on its own motion, draft, consider and adopt any rules that the Rules Committee in its sole discretion deems appropriate.
- I. The Rules Committee shall have the authority to delegate its duties and to create sub-committees.

#### Article 9: Safety Committee

- A. The Riders Rep is tasked with convening the Safety Committee.
- B. The Riders Rep shall preside over the committee.
- C. Members of the Safety Committee are identified within Articles.
- D. The Committee reviews the actions of the riders or riding conditions and considers possible actions.
- E. The Committee may draft, consider and adopt actions for the First Vice President or the Executive Board to review and to vote on.
- F. The Committee shall have the authority to delegate its duties and to create sub-committees.

#### Article 10: Funds

- A. All funds received by WMRRRA as dues, donations, or from other sources shall be deposited in a bank and shall be recorded as so deposited in the books of the treasurer.
- B. The treasurer shall establish a petty cash fund for the Race Director to use in paying for race day expenses that cannot be billed to WMRRRA. The amount of the fund shall be determined by the Executive Board, with an accounting of these expenses made to the treasurer.
- C. The treasurer may also issue credit cards to the President, first and second Vice Presidents with prior approval and card limit to be set by the Executive Board. These cards are to be used exclusively for WMRRRA business and

- only for previously approved budget expenses.
- D. The treasurer shall retain a professional bookkeeper (member or non-member) to reconcile the WMRRA financial records quarterly. Reports shall be forwarded to the Executive Board and the Board of Directors.
  - E. Checks over \$2,000 must be approved by the President.
  - F. Expenditures in excess of \$10,000, except for track rental fees, must be approved by the Board of Directors

#### Article 11: Board of Directors

- A. The Board of Directors shall consist of four WMRRA members in good standing, that have served either on the Executive Board or those positions identified in Articles 13 through 20 of these bylaws.
- B. The term of each director of the Board of Directors shall be four years.
  - 1. One director will be replaced or re-elected each year.
- C. The Board of Directors reserves the right to overrule the Executive Board on any matter relating to the legal and/or financial wellbeing of WMRRA.
- D. The Board of Directors reserves the right to remove any officer, member, volunteer, vendor, or other representative of WMRRA that it determines is not performing their responsibilities or duties in a satisfactory, honest, professional or impartial manner.
- E. Resignation of Director: A director may resign by submitting the resignation in writing to the Board of Directors.
  - 1. A replacement must be appointed from the persons identified in section A of this Article, by the remaining members of the board within 30 days of the date of the resignation to serve the remaining term of the resigning director. If a replacement cannot be found as identified in section A of this Article then any tenured member in good standing may be appointed by unanimous decision.
  - 2. The board reserves the right to appoint any nominee that meets the requirements stated in paragraph A.

#### Article 12: Amendment of Bylaws

- A. These bylaws may be amended by a majority vote of the Board of Directors, provided prior notice is given of the proposed amendment, in the notice of the meeting at which such action is taken, or provided all members of the board waive such notice, or by unanimous consent of the board in writing.
- B. Current bylaws shall be kept as a separate document.

#### Article 13: President (1)

- A. The President is the executive officer of WMRRA and shall preside at all regular, Executive Board, and all and any meetings of WMRRA, except for Board of Directors meetings.
  - 1. Shall be empowered to call Executive Board meetings when necessary.
  - 2. Shall be empowered to appoint committees, except the Rules Committee.
  - 3. Shall preside over the appeals board.
  - 4. Order of business will be determined by the President for the Executive Board.
  - 5. Shall vote only to break a tie vote except in the case of elections.
  - 6. The President shall also be empowered to appoint persons to fill vacancies if they occur in the Executive Board.
  - 7. This appointee shall remain in office until the general elections held at the end of the Term.
  - 8. The outgoing president shall become a consultant to the Executive Board on termination of office, replaced only by the next outgoing president.
  - 9. Shall submit a budget for track rental, insurance and any other necessary and appropriate expenditures
- B. Club Executive Officer Elect
  - 1. Elected for 2 years
  - 2. Elections on even years
- C. Member of:
  - 1. Rules Committee
  - 2. Safety Board
  - 3. Manages Track Contracts:
  - 4. Race dates
  - 5. Coordinate with other clubs
- D. Submits Budget for:

1. Track rental, insurance and any other necessary and appropriate expenditures
- E. Executive Staff
1. Club Lawyer
    - I. Board approval
    - II. Paid position
    - III. Attends meetings as requested
    - IV. Job responsibilities:
      - i. Legal opinion
      - ii. Contract reviews
  2. Club Treasurer
    - I. Board approval
    - II. Paid position
    - III. Attends meetings as required
    - IV. Job responsibilities:
      - i. The treasurer shall collect dues from the members, and all funds owed to WMRRA. The treasurer may only disburse funds with the approval of the President, Executive Board or Board of Directors. The treasurer shall be prepared, upon request of the Board of Directors, Executive Board, and upon written request by a member, to furnish a record of funds incoming and outgoing, and the financial condition of WMRRA.
      - ii. Managed under Article 10 Funds.
      - iii. Manage the Clubs funds within state and federal Laws.
      - iv. Tracks the financial health of the club.
      - v. Provide monthly financials.

Article 14: First Vice President- Race Director (2)

- A. The First Vice President shall preside in the absence of the President as set forth in Article 3B.
- B. The First Vice President shall be in charge of the race day, including emergency medical technicians, pit area, security, crowd control, medical follow up of injured riders (i.e. make sure their pits are taken care of, people notified, etc.)
  1. Shall submit a budget for Race day operations and appropriate expenditures.
- C. Club Officer Elect
  1. Elected for 2 years
  2. Elections on even years
- D. Member of:
  1. Rules Committee
  2. Safety Board
  3. Manages Track Contracts:
  4. Race dates
  5. Coordinate with other clubs
- E. Submits Budget for:
  1. Race day expenses, except track rental and insurance
  2. Payroll
  3. Air fence
- F. Track Day Staff
  1. Race Control
    - I. Board approval
    - II. Paid position
  2. Announcer
    - I. Board approval
    - II. Paid position
  3. EMTs / Medical Liaison(s)
    - I. Contracted
    - II. Oversee budgeting/expenses
    - III. Volunteers
  4. Crash Truck
    - I. Board approval
    - II. Paid position

5. Corner Captain
  - I. Board approval
  - II. Paid position
  - III. Member of:
    - i. Rules Committee
    - ii. Safety Board
  - IV. Job responsibilities
    - i. Manage & Train Corner Staff
    - ii. Rider Safety on Track
    - iii. Corner Workers
6. Volunteers
7. Pit Gate
  - I. Job responsibilities
    - i. Control of track entrance
    - ii. Gate signaling
    - iii. Reports to Race Control
  - II. Paid position
8. Course Marshal
  - I. Board approval
  - II. Paid position
  - III. Member of:
    - i. Rules Committee
    - ii. Safety Board
  - IV. Job responsibilities
    - i. Track conditions
    - ii. Track setup & teardown
9. Air fence Coordinator
  - I. Board approval
  - II. Paid position
  - III. Job responsibilities
    - i. Repair of fences
    - ii. Track setup & teardown of fences
10. Pit Steward
  - I. Board approval
  - II. Volunteer/cost covered
  - III. Job responsibility
    - i. Pit safety and conditions
11. Emergency Team
  - I. Board approval
  - II. Volunteer/cost covered
  - III. Job responsibilities
    - i. Injured rider processes
    - ii. Injured rider support

Article 15: Second Vice President - Marketing/Communications (3)

- A. The Second Vice President shall preside in the absence of the First Vice President.
  1. The Second Vice President is in charge of official club 'public' communications, publicity, and promotions.
  2. Shall submit a budget for Marketing and appropriate expenditures.
  3. Shall arrange the season awards banquet in November time period.
- B. Club Officer Elect
  1. Elected for 2 years
  2. Election odd Year
- C. Member of:
  1. Rules Committee
  2. Safety Board
- D. Manages Club Administrations Functions:
  1. Website

- E. Marketing & promotions
  - 1. Submits Budget for:
  - 2. Banquet & trophies
  - 3. Promotional efforts
  - 4. Website
  - 5. Race programs & awards
- F. Webmaster
  - 1. Board approval
  - 2. Paid position
  - 3. Job description
    - I. Website support
- G. Manages track-side sales (T- shirts, hats, and sweatshirts)
- H. Sponsorship & Contingencies Manager
  - 1. Board approval
  - 2. Volunteer
  - 3. Job responsibility
    - I. Manage & interface with contingency providers & sponsors
- I. Marketing Manager
  - 1. Board approval
  - 2. Volunteer
  - 3. Attends Executive Board
  - 4. Job responsibilities
    - I. Manage race report to Road Racing World
    - II. Promote WMRRA
    - III. Social media
    - IV. Publicity
    - V. Promotions
    - VI. Purchase race programs and posters
    - VII. Purchase T-shirts, hats, Sweatshirts etc.
    - VIII. Negotiate promotions from sponsors
    - IX. Develop community & charity events

Article 16: Third Vice President – Administration (4)

- A. The Third Vice President shall preside in the absence of the Second Vice President.
  - 1. The Third Vice President is in charge of Administration, registration, timing and scoring systems.
  - 2. Shall submit a budget for Administration and appropriate expenditures.
  - 3. Shall ensure that the round, and season ending points and awards are completed in a timely fashion.
- B. Club Officer Elect
  - 1. Elected for 2 years
  - 2. Election even Year
- C. Member of:
  - 1. Rules Committee
- D. Manages Club Administrations Functions
  - 1. Registration & score keeping
- E. Submits budget for
  - 1. scoring & registration support
  - 2. Admin Staff
- F. Job responsibilities
  - 1. Manages licenses
  - 2. Manages race registrations
  - 3. Trophies and awards presentations
- G. Manages Administration positions
  - 1. Head Scorekeeper
    - I. Board approval
    - II. Paid position
    - III. Job responsibilities
      - i. Official score, and timing keeper

- ii. Provides race results
  - iii. Track-side Wi-Fi, and intra-net systems
  - iv. Shall coordinate the scoring efforts with the Riders Rep, and referee
2. Track Cashier
- I. Board approval
  - II. Volunteer
  - III. Job responsibilities
    - i. Support the Head Registrar with onsite cash transactions
    - ii. Manage onsite gate receipts
    - iii. Manage club transponder rentals
    - iv. Compile total weekend onsite cash transactions for Club Treasurer
3. Head Registrar
- I. Board approval
  - II. Paid position
  - III. Attends Executive Board
  - IV. Job responsibilities
    - i. Manages licenses
    - ii. Manages race registrations
    - iii. Trophies and awards presentations

Article 17: Club Secretary (5)

- A. Shall submit a budget for appropriate expenditures
- B. Club Officer Elect
  - 1. Elected for 2 years
  - 2. Election on odd years
- C. Member of:
  - 1. Rules Committee
  - 2. Safety Board
- D. Job responsibilities
  - 1. Runs the following meetings:
    - I. Quarterly general meetings
    - II. Monthly board meetings
    - III. Executive Board
    - IV. Rules Committee
    - V. Special meetings
    - VI. Record and manage vote motions
    - VII. Provides meeting minutes
    - VIII. Handle association correspondence

Article 18: Referee (6)

- A. Shall submit a budget for appropriate expenditures
- B. Shall arrange the Rules Committee in October time period
- C. Club Officer Elect
  - 1. Elected for 2 years
  - 2. Election on even years
- D. Member of:
  - 1. Rules Committee
  - 2. Safety Board
- E. Submits Budget:
- F. Rules Committee meeting
  - 1. Job responsibilities
    - I. Heads Rules Committee
    - II. Manages rulebook
    - III. Track rulings
    - IV. Referee Rulings



G. Staff

1. Chief Tech
  - I. Board approved
  - II. Volunteer
  - III. Attends Executive Board as required
  - IV. Member of:
    - i. Rules Committee
    - ii. Safety Board
  - V. Job responsibilities
    - i. Manage & train technical staff
    - ii. Compliance of the bike and riders' equipment
  - VI. Technical Inspectors
    - i. Board approval
  - VII. Volunteers

Article 19: Novice Rep (7)

- A. Shall submit a budget for appropriate expenditures
- B. Club Officer Elect
  1. Elected for 2 years
  2. Elections on even years
- C. Member of:
  1. Rules Committee
  2. Safety Board
- D. In charge of the novice program
- E. Classroom
  1. Track day evaluation
  2. Mentor's program
  3. Novice evaluation
- F. Track day Coordinator

Article 20: Riders Rep (8)

- A. Shall submit a budget for appropriate expenditures
- B. Club Officer Elect
  1. Elected for 2 years
  2. Election on odd years
- C. Member of:
  1. Rules Committee
  2. Safety Board
- D. Job responsibilities
  1. Heads Safety Committee
  2. Represent the riders with the Board
  3. Protests
  4. Tear downs
  5. Scoring issues
- E. Coordination with SME's
- F. Helping head scorekeeper and Referee to resolve any scoring/results problems
- G. Staff
  1. Subject Matter Experts
  2. E-Board Approval
  3. Volunteers
  4. Technical SME- individual(s) that have technical knowledge of needed information.
  5. Rider SME- current member(s) of WMRRRA in good standing
  6. Member of:
    - I. Rules Committee without voting authority
    - II. Safety Board without voting authority

7. Job responsibility
  - I. Represent the riders with the Board
8. Positions
  - I. Supersport SME
  - II. Superbike SME
  - III. Vintage SME